



Naturally Occurring Retirement Community

@Bronx House

2425 Williamsbridge Road, Suite 1B

Bronx, NY 10469

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www.bronxhouse.org

Job Description

Position/Title: Porter/Driver (Union position)

Location: Senior Services at Pelham Parkway Houses- NORC Program

Hours: Monday through Friday 9am-5pm, with occasional weekend/holiday hours based on operational needs

Staff reports to: Maintenance Director and supervised onsite by Pelham Parkway NORC Program Director

Salary: \$43, 680

Duties and Responsibilities:

- Maintain cleanliness of facilities
- Disinfect the office including bathroom & kitchen
- Conduct minor repairs as directed
- Fulfilling special projects including but not limited: light carpentry, opening and closing facility, setting up rooms for special events (moving chairs and tables)
- Drive NORC Members to and from destinations
- Other duties as assigned

Qualifications:

- High School or GED diploma required.
- Must be able to read, speak and write in English
- Bilingual in English and Spanish (Preferred)
- Must have a clean CDL with P and S endorsement
- Must pass pre-employment background check and drug test

To apply, email a resume to anne@bronxhouse.org