



990 Pelham Parkway South ~ Bronx, NY 10461

☎ 718-792-1800 📠 718-792-6802

🌐 www.bronxhouse.org

JOB DESCRIPTION

Position/Title: Porter/Driver (Union position)

Location: Main Building - 990 Pelham Parkway South

Hours: Tues-Thurs, 12pm-9pm, Fri, 12pm-8:45pm, Sat, 7:45am-5pm with occasional holiday hours based on operational needs.

Staff reports to: Maintenance Director

Salary: \$46,624

Duties and Responsibilities:

- Maintain cleanliness of facilities
- Disinfect offices, bathrooms & kitchens
- 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 program members to and from destinations
- Other duties as assigned
- Must be flexible with providing alternate shift coverage if needed

Qualifications:

- High School or GED diploma required.
- Must be able to read, speak and write in English
- Bilingual in English and Spanish a plus
- Must have a clean CDL with P and S endorsement

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