



990 Pelham Parkway South ~ Bronx, NY 10461

☎ 718-792-1800 📠 718-792-6802

🌐 [www.bronxhouse.org](http://www.bronxhouse.org)

## **JOB DESCRIPTION**

**Position/Title:** Porter/Driver (Union position)

**Location:** Main Building - 990 Pelham Parkway South

**Hours:** Mon-Thurs, 11am-8pm & Fri, 1pm-10pm **or** 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:** \$38,563 - \$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 or willing to obtain one

To apply, email a resume to [leon@bronxhouse.org](mailto:leon@bronxhouse.org)