

**Job Title: Porter Maintenance**  
**Supervisor: Encore 49 Superintendent**  
**Job Status: Full Time/Non Exempt**  
**Job Hours: 35 hours per week**  
**Location: 220 West 49th Street/In-Person**  
**Compensation: \$18.50 per hour**

**About Encore:** Known widely as Broadway's longest running act of loving care, Encore's mission is to improve the quality of life for older New Yorkers so they are not just surviving, but thriving. Through a robust array of programming, Encore takes a "no wrong door approach" to ensure Seniors are able to age in place comfortably for as long as possible. Encore is recognized as one of the most respected and trusted nonprofit organizations providing services for older adults in New York's City. Encore is on the cutting edge in the human service field and is a staunch advocate not only for older New Yorkers, but also for the essential human service employees who serve as the City's safety net. Do not miss this chance to work for a mission-oriented organization, which centers employees as its number one resource.

**About Position:** Work with Building Superintendent and Facilities Manager to perform general cleaning and maintenance of Encore locations. Included in this position is the maintenance of the entrance area both in and outside the building, outside stairway to basement and street in front of Encore Locations.

**Benefits:** This position is a full-time position with benefits that include medical insurance (with Employee contribution), Dental, Visions, generous paid time off (vacation, personal days, sick days and earned floating holidays), 403(b) with 5% Employer Match after a year of employment, Flexible Spending Account, Dependent Care and transit benefits.

**Job Responsibilities:**

- Follow daily, weekly, monthly, and quarterly cleaning schedule for the purpose of maintaining a sanitary, safe and attractive environment (including the outside of the facility)
- Fill in to ensure cleaning schedules are being followed at the senior center (including offices and bathrooms) for the purpose of maintaining a sanitary, safe and attractive environment.
- Help with the preparation of the Aging through Arts Center for special activities and events.
- Consults with the superintendent for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Distributes custodial supplies and equipment for the purpose of disseminating materials to custodial staff/volunteers and/or storage locations.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Monitors tenants, clients and staff in and around work areas for the purpose of preventing injuries and ensuring site safety.
- Performs minor maintenance building repairs (e.g. electrical, plumbing, carpentry, etc.) for the purpose of maintaining a safe and attractive building.

- Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Replenishes rest room and PPE supplies (e.g. paper towels, soap, hand sanitizer etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities (e.g. doors, locking equipment, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Transport packages to different Encore locations.
- Performs other related duties as assigned by immediate supervisor.

**Job Qualifications:**

- High School Diploma or equivalent
- Supervisory skills
- Ability to read, write and communicate with supervisors.
- Ability to work well with others and operate as a team player.
- Ability to learn and prioritize work to be done and adhere to deadlines.
- Ability to climb ladders and perform cleaning and maintenance tasks.
- Ability to meet the physical requirements of the position as stated in the job description
- Ability to operate cleaning equipment (i.e. floor buffer, vacuum, etc.)
- Valid NY Driver's License issued by state of residence and in good standing (encouraged)

**Physical Requirements:**

- Have the ability to lift and carry heavy objects a minimum of 50 pounds, including cases of canned or other food items as well as cleaning equipment, ladders, etc.
- Have ability to stand long periods of time.

**To Apply:** Email Resume and Cover Letter to [jobs@encorenyc.org](mailto:jobs@encorenyc.org). In the subject line, please indicate "Porter Maintenance."

**All new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by Encore Community Services.**

*Due to the high volume of applicants, only qualified candidates will be contacted. No phone calls please. Encore Community Services is an equal opportunity employer and does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities as defined by the ADA to perform the essential functions of the job.*