

# Churchill Administrative Services, LLC

## JOB DESCRIPTION

**Position:** Porter  
**Division:** Property  
**FSLA:** Non-Exempt  
**Reports To:** Lead Maintenance  
**Date:** February 15, 2016

### Summary

The Porter works under the direct supervision of the Lead Maintenance Tech and is responsible for the general landscaping maintenance and curb appeal of the property.

### Essential Duties and Responsibilities

1. Provides outrageous customer service each day to residents, coworkers and vendors. Set the bar high and make someone smile each day.
2. Committed to serving residents and assisting in the day to day function of the community.
3. Responsible for the cleanliness, upkeep and curb appeal of the property includes common areas. .
4. Cares for the lawn, shrubs, trees and plants to keep them in good condition.
5. Plants, weeds, fertilizes and mulches flower beds and ground cover. Keeps clean of debris.
6. Trims shrubs, vines and ground cover.
7. Performs supplemental landscape maintenance and irrigation system repair.
8. Keeps the grounds clean of debris and garbage.
9. Maintains lawn furniture by repairing, cleaning or painting.
10. Assists with make readies and freshens apartments.
11. Assists residents with packages/groceries and assists maintenance team with light work orders
12. Continuously inspects the property for safety hazards that pose a liability
13. May travel to suppliers to pick up parcels and supplies.
14. Reports all liability and property incidents to the Executive Director immediately.
15. Participates fully in staff meetings and designated Company training programs.
16. Performs other duties as assigned.

### Supervisor Responsibilities

1. None

### Knowledge & Skill Requirements:

1. High school diploma or equivalent preferred.
2. Must have a valid TX driver's license and maintain proof of car insurance.
3. Ability to operate safely lawn equipment and tools.
4. Excellent communication skills, written and verbal, when dealing with others (staff, vendors, ownership, federal, state and local agencies, lenders etc.)
5. Must be customer service oriented and genuinely support and promote good relations with service staff and residents.
6. Must portray a clean, neat, well-groomed professional appearance. Company approved attire may be required and a name tag must be worn in plain sight when at work.
7. Must be honest, trustworthy, enthusiastic and team/project oriented.

**Physical Requirements:**

Activity	Constant 67-100% of day	Frequent 34-58% of day	Occasional 1-33% of day	None 0% of day
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Weight Lifting & Exerting**

Carry Push/Pull	Constant	Frequent	Occasional	None
Up to 10 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Work Environment**

1. Senior or Family Living Community
2. Outdoor Weather conditions
3. This position has been determined that it may have occupational exposure to bloodborne pathogens. The company's Exposure Control Policy for Bloodborne Pathogens should be executed where such incidents occur.
4. Exposed to loud noises and airborne fumes or airborne particles
5. Works near moving mechanical parts

**DISCLAIMER**

This job description is not designed to cover or contain a comprehensive listing of the all of the activities, duties or responsibilities of the employee.

I have read and understand the job description for Porter. I understand that from time to time various duties may change and that I will be required to perform other duties as assigned.

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*Employee Signature*

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*Date*