

**THE SPEARS BUILDING CONDOMINIUM
PORTER'S JOB DESCRIPTION AND
POSITION GUIDELINES**

These guidelines are not intended to be an all-inclusive description of job functions. The purpose of these guidelines is to outline expectations of the position and generally define responsibilities. The employee's signature on this Position Description Guideline is an acknowledgement of its receipt.

POSITION SUMMARY

The Porter's position is responsible to assist with the safe and economical maintenance of the Spears Building Condominium, including the grounds, outside perimeter and building's mechanical equipment.

The Porter shall report directly to the Superintendent.

As an on-site representative of the Condominium the Porter shall present himself in a professional and business-like manner. The Porter will demonstrate strong characteristics of commitment, trustworthiness, responsibility and dependability.

The Porter must make every effort to provide quality, timely service.

The Porter will follow a daily work schedule provided by the Superintendent.

WORK HOURS

The building Porter is expected to be on-site 3pm to 11pm. During off-peak hours, weekends and holidays the Porter is expected to be reachable and readily available to work in the event of a building emergency as directed by the Superintendent.

Absence notification must be given to the Superintendent if the Porter is unable to work due to illness or personal emergency. Replacement coverage will be arranged as needed.

The Porter is responsible for submitting a weekly timesheet and daily work report to the Superintendent. Such timesheet and daily work report shall be signed and dated by the Porter.

MAINTENANCE

The Porter shall maintain a high level of cleanliness throughout the building and surrounding perimeter. Common areas of the building must be kept clean at all times, with necessary repairs and touch-ups made in a timely manner.

The Porter will work with the Superintendent to ensure generally that elevators and building mechanicals are inspected, cleaned and serviced.

ADMINISTRATIVE RESPONSIBILITIES

Report any security issues immediately to the Superintendent.

Advise the Superintendent of any maintenance issues requiring the attention of an outside vendor in a timely fashion or maintenance work that the Porter does not have time to do or for which the Porter does not believe he is capable of..

Report any needed building supplies in a timely fashion to the building Superintendent to ensure smooth operation of the property.

UNIT OWNER ASSISTANCE AND OTHERS

Any discretionary work in the individual units (painting, minor carpentry and the like) that is the owner's financial responsibility will be limited to non-working hours and is the direct financial responsibility of the unit owner.

The Porter shall not accept any payments from any third party contractor performing services in the building.

Duties and Responsibilities

Set forth below are the minimum specific tasks of the porter. The porter is expected to use good judgment to initiate additional work tasks to maintain building repairs and services..

- Cleaning of tools.
- Cleaning of hall floors.
- Cleaning of stairs.
- Dusting of handrails and supports.
- Cleaning of hall side of apartment doors.
- Cleaning of hall baseboard and crown.
- Dusting of hall walls and ceilings.
- Cleaning of inside of elevator cab.
- Cleaning of elevator doors.
- Cleaning of lobby floors.
- Dusting of lobby walls, ceiling and baseboard crown.
- Cleaning of vestibule floors.
- Dusting of vestibule walls, ceiling and baseboard crown.
- Sweeping or vacuum lobby floor covering.
- Dusting of lobby furniture.
- Cleaning of entrance door glass.
- Cleaning of light fixtures glassware in halls, lobbies, vestibules, basements and elevator cabs.
- Polishing of metal finish on doors, saddles, kick plates, mail box lobby and vestibules doors, locks and plates, elevator handrails and trim.
- Sweeping of sidewalks.
- Removal of snow and ice from sidewalk.
- Cleaning of basement.
- Cleaning of storage room, garbage room, pump room, conveyor room, gas meter room, supply room and keep in an orderly manner.
- Depositing of garbage in proper receptacles for disposal.

- Touch up halls with paint and drywall patches.
- Paint halls.
- Gardening for roof .
- Clean tree wells.
- Clear roof drains.
- Clear roof of any debris and remove and treat for growths on roof membrane of plants and other growth.
- Clear any items that accumulate in common areas (boxes, pipes, debris, etc.) and advise management.
- Clean the sidewalk and the tree crates.
- Hose down street and gutter in front of building.
- Mop stairwells (roof to basement).
- Wipe stairs/doors: wipe down railing and doors of staircase .
- Check fire hoses/re-hang as needed.
- Garbage: collect all recyclables and tie up boxes.
- Remove Trash: take out to curb the night before pick up.
- Compactor Room: change compactor bag, organize supplies, sweep and mop room. Inform when supplies are needed.
- Clean compactor/compactor room
- Run compactor
- Clean the belt area (break any boxes) and sweep the sidewalk.
- Collect the trash from the compactor, place it on the sidewalk as necessary and
- Check roof drains_ Check exhaust fans on roof
- Sweep, dust and mop floors 1 through 6.
- buff floors .
- Wash spots/stains off walls.
- Clean recycling/garbage chute doors;
- Polish elevator doors on each floor.
- Polish metal parts on lobby doors,
- Polish metal entrance.
- Clean and polish lobby baseboards and wood paneling .
- Clean and polish desk.
- Clean the basement (storage room, locker room, basement lavatory etc),
- Sweep boiler room
- Polish wood in lobby
- Monitor bike and storage rooms for cleanliness and orderliness, flammables
- Check that interior and exterior lights are working.
- Change light bulbs when necessary.
- Relieve Doorman for his break.

REQUESTS FOR TIME OFF

Requests for time off must be coordinated through the Superintendent and Managing Agent with sufficient notice given to source a fill in candidate.

The minimum notification is fourteen (14) days prior to the first day requested off from the building roster for vacation; in the event that an employee is unable to work due to

illness, accident or personal emergency, he/she is to notify the managing agent as soon as the employee knows of his/her absence to make replacement coverage as needed.

You are welcome to suggest candidates to fill in for your shifts; however the selection of referrals is at the discretion of the Board of Managers and the Managing Agent. All vacation relief staff is to be paid directly by the condominium association and must submit a time sheet detailing actual hours worked in accordance with the usual payroll procedures.

The candidate selected to provide vacation coverage is the only individual authorized to work on the property. It is unacceptable to have friends or family members help out, fill in, or otherwise accompany the building employee while on duty.

The Spears Building Condominium recognizes that the services of its employees are valued and important for the successful business operation of the Spears Building Condominium. These policies are designed with staff security in mind as well as the smooth operation of the condominium association as a whole.

EMERGENCY PROCEDURES

- 1) If you become aware of an emergency (leak, flood, no heat) immediately consult the log-book (there may be some reference to ongoing repairs or maintenance). If there are no instructions, immediately contact the
 - 1) Superintendent because he may know about the condition. The Superintendent will decide whether to contact the managing agent and/or a contractor, or to handle the problem on his own.
 - 2) If you need to call the ANDREWS BUILDING CORPORATION Emergency line -- because either the Superintendent or an owner asks you to or because you cannot reach the Superintendent -- please call the following number:

Andrews Emergency Cell Phone: (917) 691-9077

The Andrews emergency manager will communicate directly with you, the owner, the Superintendent, and/or the managing agent as appropriate.

- 3) If an owner wants you to call the Andrews Emergency Number, do so, no matter what the circumstances. Do not try to make judgment calls. This is especially true if the owner is upset, or, if the Super is unavailable.

Let's say, for example, that the building air conditioning isn't working. But, repairs are underway and the owners have been notified of this by email, or posting. Perhaps one resident calls late at night and requests that you do something.

You should respectfully explain that repairs are underway, and that nothing further can be done. If the owner insists that you contact the Super, or the managing agent, **do so**. However, most of the time, the owner will understand and wait until morning.

I have read the revised Spears Building Condominium Porter Job Description and Position Guidelines.

Received by: _____
Print Name

Name: _____