



Position: Porter
Location: Bronx, New York
Reports to: Superintendent
Hours: 40 hours per week; may include occasional evening and Saturday hours.

About Jericho

Jericho Project is a nationally-acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment and mental and physical health services. The 34-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 400 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC. A new residence at Walton Avenue in the Bronx is under construction.

About the Position

Jericho Project is seeking a full-time experienced Porter for an 89 unit Permanent Supportive Housing residence which house 33 young adults and 56 HUD VASH veterans. The porter may be required to work after regular work hours for emergencies and special situations.

Responsibilities:

- Sweeps and mops lobby, hallways and stairs daily and as needed.
- Cleans sidewalks up to 18 inches into the street.
- Cleans bathrooms and common areas.
- Empties office trash; cleans compactor rooms at the end of each day and cleans, washes down compactor chute doors daily from the roof down depending on sites' requirements.
- Puts garbage on the sidewalk/curb in accordance with DOS pickup schedule.
- Cleans front, rear and side yards.
- Keeps roofs and drains clean.
- Keeps fire escapes clean and void of debris.
- Cleans windows, glass entrance doors, window sills and radiators daily.
- Paints over graffiti; repairs holes in stairways; cleans up after completion.
- Touch up plastering and painting as needed at sites.
- Removes snow and ice as needed.
- Assist Superintendent or Handyperson when needed.
- Performs other duties as assigned.

Requirements:

- One (1) year maintenance experience.
- Ability to understand and complete oral and written instructions.
- Must be able to lift 50 or more pounds.
- Adapts to changes in the work environment; able to deal with change, delays, or unexpected events.
- Professionalism- Reacts well under pressure.
- Language Ability- Ability to read, write and interpret the English language. Ability to respond to common inquiries or complaints from residents.

Compensation:

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

How to Apply:

Interested applicants must submit a cover letter and with salary requirements to:

Human Resources Department
Jericho Project
Job Code: **Porter – Walton House**
245 W. 29th Street, Suite 902
New York, NY 10001
Fax 646.624.2301
careers@jerichoproject.org

No Phone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

www.jerichoproject.org