

Reporting Relationships

The position of porter reports directly to Superintendent and will also receive work direction from the Facilities Manager.

Each Building Porter also participates as a support to his/her Property Management Team in collaboration with their team.

Position Summary

This is a multiple incumbent position, and each incumbent has full accountability for property maintenance for their Hope Community building sites.

Key Accountabilities

Work Oversight

- Provide day-to-day janitorial maintenance of the assigned building and all its surrounding property.
- In coordination with Facilities Manager, and Superintendent ensure that there is coverage of assigned property during weekends, evenings, and holidays.

Team Support

- Provide full assistance and support as requested to the designated Property Management Team to ensure that Hope Community Inc. through the work of this team is providing the highest quality of integrated and coordinated services to leaseholders and tenants
- Provide high quality services, to internal and external Hope customers
- Conduct and complete any special projects assigned by the Facilities Manager, Property Manager, or the Director of Property Management
- Be able to report to his/her superintendent about issues throughout the building

Email your resume to: Hope Community, Inc, 174 East 104 Street, New York, N.Y. 10029 or Please email: HR@hopeci.org