

Porter Job Description

- Ensuring the cleanliness and maintenance of the areas assigned to him/her such as lobbies, staircases, bathrooms, and other building areas, as well as surrounding outer space
- Overseeing the monitoring of the inventory by taking note of missing cleaning supplies and notifying the management when additional stock is needed
- Extending a professional, warm and respectful attitude towards customers by greeting them and ensuring that they feel welcome within the organization
- Carrying, labeling, and monitoring guests' luggage with tags
- Vacuuming carpets and ensuring that floors are swept and mopped
- Ensuring that the entrance of the building is free of clutter at all times
- Strictly adhering by evacuation rules in case of emergencies
- Overseeing the fixing of minor technical issues such as changing bulbs
- Preparing conference rooms before and after important meetings
- Placing safety hazard signs such as wet paint and wet floor warning signs in the building when applicable.