JOB TITLE
Day Porter

JOB ID
17505

OPEN DATE
12/19/2019

LOCATION
Santa Clara

HOURS/WEEK
30 - 40

SALARY
$16 - $DOE

WORKDAYS
Monday-Friday

SHIFT/HOURS
9am-5PM

REQUIRED FOR POSITION
Drug Screen, Background Check

REQUIRED EDUCATION
None

JOB DESCRIPTION
Position with a High Tech company in Santa Clara. There is opportunity for growth!!!

• Dusting desks, chairs, counters, blinds and furniture
• Clean lobby, reception or any other assigned area
• Dusting
• Vacuuming
• Spot cleaning
• Refilling supplies and dispensers
• Empty wastebaskets & recycling bins
• Mop floors
• Wipe down tables and chairs
• Assist custodial staff for special projects and or Performs any open job for which coverage is necessary due to departmental absences
• Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities
• Clean using appropriate methods, equipment and chemicals

*** MUST BE ABLE TO PASS BACKGROUND CHECK ***

3 TO 5 KEY SKILL SETS REQUIRED
• General Office Cleaning skills
• General light changing
• Must speak English
• Driver’s license preferred
• Must be able to lift up to 25lbs
• Working Monday-Friday as a flexible Day Porter
• High School or equivalent, normally one year of experience in janitorial cleaning
• Must possess a valid driver’s license that meet the California Vehicle Code
• Must be computer literate to the extent required to perform the job functions and proper recording and documentation of maintenance records

*** MUST BE ABLE TO PASS BACKGROUND CHECK ***