

Porter

Job Summary

The Custodian will clean and maintain the Travel Center, inside and outside.

Duties & Responsibilities:

- Cleaning and janitorial duties in the frequented areas of the Travel Center.
 - *Including but not limited to:* collecting trash (interior and exterior), vacuuming, sweeping, mopping, stocking coolers, dusting, cleaning pumps, washing windows, laundry.
- Perform minor repairs and maintenance such as replacing lights, fuel nozzles, fuel filters etc.
- Clean and sanitize restrooms & shower rooms.
- Perform limited grounds maintenance including mowing and trimming lawns/hedges, sidewalk snow removal, and power washing the premises.
- Maintain a tidy janitors' room, ensuring cleaning and maintenance supplies remain stocked.
- Power wash bathrooms and showers as needed.
- Maintain a thorough inventory of oil supplies and ensure products are well stocked in Travel Center.
- Assist in examining facilities for safety hazards; report deficiencies to lead custodian, manager, or administration.
- Assist customers as needed.
- Assist in cleaning and sanitizing restrooms as needed.
- Assist with training of new Travel Center staff as requested by management.
- Responsible for completing all assigned tasks by the end of shift.
- Perform other related duties as assigned.

Skills & Abilities:

- Attendance is an essential function of this role.
- Exhibit excellent customer service skills.
- Knowledge of safety hazards.
- Educated on proper use of various cleaning and sanitizing solutions.
- Strong attention to detail.
- Ability to perform basic repairs and operate tools/equipment used in routine maintenance.
- Ability to keep the facility clean and orderly.
- Ability to interact with staff and customers at facility while remaining professional, polite, and courteous.
- Ability to be flexible and work under pressure.
- Must be able to work in a team environment.
- This position is classified as non-safety sensitive; however, Porters operating a forklift will be designated as safety-sensitive (non-DOT).

Education & Experience:

- High school diploma or equivalent preferred.
- Successful completion of online and on-the-job training required.

Physical Requirements:

- Prolonged periods standing.
- Must be able to lift, bend, stoop, climb, reach, and lift up to 50 pounds at a time.

Employee Name

Employee Signature

Date