



Cohere Partners, Inc.

JOB DESCRIPTION: 11/17/2022

TITLE:	Porter	FLSA STATUS:	Non-Exempt - Full-time
DEPARTMENT:	Operations	LOCATION:	Kissing Tree - San Marcos, TX
REPORTS TO:	Landscape & Facilities Superintendent		

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The Porter for Kissing Tree will actively support community values and visions, while demonstrating a style of support and organization that allows residents needs to be met with high level of satisfaction. The Porter will provide a warm, welcoming, professional approach when interacting with residents, colleagues and vendors while utilizing their knowledge of facilities operations. Specifically, the Porter will be responsible for the cleanliness of the community amenities and common areas to ensure the optimal care and function, and as necessary report and assist with carrying out light maintenance and repair functions with assistance of the Facilities team as needed.

### Scope

- Complete minor repairs and building improvements.
- Prepare activity rooms and spaces before and after events and meetings.
- Relocate equipment and furniture as required.
- Assist with community activities and events when necessary.
- Clean all common areas including lobbies, restrooms and offices.
- When applicable, place safety hazard signs in the building including wet paint and wet floor warning signs.
- Monitor, clean and service restrooms.
- Clean windows and doors
- Respond to any major spills or other cleaning crisis.
- Empty trash and recyclable materials.
- Help order supplies required for facility maintenance.
- Assist the Facilities Manager, Lifestyle Director and/or other HOA team members as directed.
- Notify the Facilities Manager of any conditions requiring repair or maintenance.
- Blow off hard surfaces as required.
- Reset umbrellas, banners and/or decorations as necessary.
- Other duties as assigned.
- Clean and restock dog waste stations.



- Patrol common areas in work cart to pick up loose debris.

#### **Attributes:**

- Ability to work in a collaborative team environment.
- Public charisma and ability to develop positive relationships.
- Strong ethical practices.
- Familiarity with common repair, construction and janitorial tools.
- Demonstrate a community posture that represents Brookfield Residential as a leader in our industry for the vision of community
- Use of good judgment and cooperative attitude.
- Attention to detail and ability to follow directions.
- Present a neat and clean appearance.
- Must possess regular and predictable attendance and punctuality
- Flexible and adaptable as community needs arise

#### **Knowledge | Experience**

- High School diploma or GED required; College coursework and/or skill-based technical training is highly desired.
- Ability to work in a team environment and on multiple projects simultaneously.
- Entry-level experience in painting, janitorial work and knowledge of basic tools, etc.
- Must be able to lift at least 30 pounds,
- Ability to stay on feet for long periods of time and work outdoors for extended periods of time, physically able to complete the execution of duties.
- Bilingual in Spanish is helpful

#### **Operating Principles**

In furtherance of our mission team members will:

- Instill a sense of fun and enthusiasm into everything we do for the community.
- Exercise tact, diplomacy and fair-mindedness in all interactions while providing exceptional customer-service.
- Strive to sustain a level of community maintenance that is simply the finest available anywhere.
- Reflect a work style based on inclusiveness, mutual respect, consensus-building, and responsiveness to changing needs and opportunities.
- Embrace the vision, goals, and aspirations of Cohere



THRIVE TOGETHER

**Cohere is an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.**