



**Cohere Partners, Inc.**

**JOB DESCRIPTION: 3/8/2024**

Job Title:	Porter	FLSA Status:	Non-Exempt - Full-time
Department:	Operations		
Reports to:	Facilities Manager	Location:	Easton Park - Austin, TX

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The Porter for Easton Park 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**

- Maintain the community appearance by visiting the community common areas, including but not limited to the trails and parks on a frequent basis.
- Responsible for daily cleaning of the amenities and offices as assigned.
- Assist with upkeep and perform light maintenance in the amenities and throughout the community.
- Safely operate small hand tools and mechanical equipment such as blowers and pressure washers.
- Perform routine and preventative maintenance duties such as, but not limited to pressure washing, painting and trash removal.
- Participate in day-to-day community operations.
- Participate in risk management, emergency procedures, and safety program.
- Perform all other maintenance duties as assigned.
- Assist with setup and takedown of community events when needed.
- Work with the Facilities team on projects and assignments as needed.

**Attributes:**

- Excellent customer service skills
- Collaborative with the Community Life team
- Good verbal, written and personal communication skills
- Ability to keep the organization's vision and values at the forefront
- Possess an enthusiastic and positive demeanor



- Flexible and adaptable to changing circumstances and priorities

### **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.
- Must have a valid driver's license.
- 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.

### **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

**Job Type:** Full-time

**Pay:** \$20 per hour

**Benefits:**

- 401(k)
- Dental Insurance
- Health Insurance
- Vision Insurance
- Paid Time Off

**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.**