

## AMERICAN FILM INSTITUTE

### JOB DESCRIPTION

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**POSITION:** Lead Porter  
**DEPARTMENT:** Janitorial Services  
**LOCATION:** Los Angeles Campus

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#### **PRINCIPAL RESPONSIBILITIES:**

The Lead Porter is responsible for assisting the Supervisor, Janitorial Operations and the Campus Operations team in providing janitorial services for the AFI Campus and adhering to Institute standards. In addition, the Lead Porter may assist the Supervisor in the management of Janitorial Operations, including the supervision, scheduling and training of all Janitorial Services personnel.

The Janitorial Services team is responsible for the upkeep of all buildings on the AFI Campus.

#### **PRINCIPAL DUTIES:**

- Provide a clean and safe environment for staff, faculty, Fellows and visitors to the AFI Campus.
- Perform detailed daily cleaning of all campus restrooms.
- Manage the restocking of disposables/paper supplies, soap dispensers and deodorizers for all campus restrooms.
- Perform daily sweeping/mopping/vacuuming of all campus floors.
- Empty all trash and recycling receptacles and deposit in the campus dumpsters on a daily basis.
- Maintain and clean all campus kitchen/breakroom areas, including refrigerators and microwave ovens.
- Perform routine dusting of window blinds and window sills throughout all campus buildings.
- Perform routine dusting and cleaning of stairway railings and periodic high dusting inside all campus buildings.
- Inspects grounds and building entryways to empty trash/recycling receptacles or pick up any other debris.
- Perform periodic power washing and deck scrubbing of all campus building entrances and stairways as needed.
- Conduct ongoing inspections of the campus, observing and reporting any hazardous conditions to Plant Operations.
- Respond to emergency and routine cleaning requests.
- Check all unoccupied rooms to assess any items of value. Any personal items left behind must be turned in to Security for the Lost and Found.
- Prepare and maintain work orders and instructions for the overnight Porters.
- Assist the Supervisor, Janitorial Operations with the supervision and direction of the members

- of the Janitorial Services team.
- Assist the Supervisor, Janitorial Operations in providing training and guidance to the Janitorial Services team, ensuring adherence to all policies and/or procedures.
- Assist the Supervisor, Janitorial Operations with the scheduling of all Janitorial Services personnel as needed.
- Monitor all department email communications to ensure timely responses to all requests.
- Perform other duties and responsibilities as assigned.

#### **EXPERIENCE/SKILLS REQUIRED:**

- Minimum three years experience in janitorial services or related field; one year supervisory experience preferred.
- High school diploma required; some college preferred.
- Ability to maintain professional composure when handling high-pressure situations and difficult personalities.
- Ability to act effectively in making judgments regarding policy and procedures.
- Experience with observation techniques as it relates to maintaining janitorial standards.
- Highly developed customer service skills with the ability to establish and maintain rapport with internal and external contacts.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Ability to work independently while being an integral member of a high-functioning team.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.
- Strong oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently and with minimal supervision.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion at all times.
- Personal integrity with the ability to inspire confidence and trust.
- Ability to lift and/or carry at least 50 lbs.
- Ability to perform work while standing for extended periods of time.
- Ability to climb stairs in an efficient manner.
- Ability to withstand prolonged exposure to inclement weather.

#### **SUPERVISION:**

The Lead Porter, Janitorial Services performs all duties and responsibilities under the guidance and supervision of the Supervisor, Janitorial Operations and Coordinator, Plant Operations.