

## AMERICAN FILM INSTITUTE

### JOB DESCRIPTION

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**POSITION:** Porter (Nightshift)  
**DEPARTMENT:** Janitorial Services  
**LOCATION:** Los Angeles Campus

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#### **PRINCIPAL RESPONSIBILITIES:**

The Porter, Janitorial Services is responsible for performing nightly cleaning of all AFI Campus buildings, as well as the disposal of all trash and recycling. The Porter will work efficiently in a team environment, under the supervision of the Lead Porter and Supervisor, Janitorial Operations to maintain all campus buildings while adhering to AFI standards.

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 nightly cleaning of all campus restrooms.
- Manage the restocking of disposables/paper supplies, soap dispensers and deodorizers for all campus restrooms.
- Perform nightly sweeping/mopping/vacuuming of all campus floors.
- Empty all trash and recycling receptacles and deposit in the campus dumpsters on a nightly 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.
- Inspect grounds and building entryways for trash or 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.
- Secure all areas upon completion of cleaning.
- Monitor all department email communications to ensure timely responses to any and all requests.
- Fill in for Day Porter as needed.

- Perform other duties and responsibilities as assigned.

**EXPERIENCE/SKILLS REQUIRED:**

- High School diploma required.
- Minimum of two years janitorial experience required.
- 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 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 Porter, Janitorial Services will perform all duties and responsibilities under the guidance and supervision of the Lead Porter, Janitorial Services and the Supervisor, Janitorial Operations.