



**Position:** Porter  
**Location:** Bronx, NY  
**Reports to:** Superintendent  
**Hours:** 40 hours per week, may include occasional evening and Saturday hours

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### **About Jericho Project**

Jericho Project is a nationally acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment, and mental and physical health services. The 40-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness, and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 550 units of supportive housing including 9 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

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### **About the Position**

Jericho Project is seeking a full-time experienced Porter for a 76-unit Permanent Supportive Housing residence for veterans. The porter may be required to work after regular work hours for emergencies and special situations

#### **Responsibilities:**

- Sweeps and mops lobby, hallways and stairs daily and as needed.
- Cleans sidewalks up to 18 inches into the street.
- Cleans bathrooms and common areas.
- Empties office trash; cleans compactor rooms at the end of each day and cleans, washes down compactor chute doors daily from the roof down depending on sites' requirements.
- Puts garbage on the sidewalk/curb in accordance with DOS pickup schedule.
- Cleans front, rear and side yards.
- Keeps roofs and drains clean.
- Keeps fire escapes clean and void of debris.
- Cleans windows, glass entrance doors, window sills and radiators daily.
- Paints over graffiti; repairs holes in stairways; cleans up after completion.
- Touch up plastering and painting as needed at sites.
- Removes snow and ice as needed.
- Assist Superintendent or Handyperson when needed.
- Performs other duties as assigned.

### **Requirements:**

- One (1) year maintenance experience.
- Ability to understand and complete oral and written instructions.
- Must be able to lift 50 or more pounds.
- Adapts to changes in the work environment; able to deal with change, delays, or unexpected events.
- Professionalism- Reacts well under pressure.
- Language Ability- Ability to read, write and interpret the English language. Ability to respond to common inquiries or complaints from residents.

### **Compensation:**

The salary range for this position is **\$37,440.00** annualized. Jericho Project offers a comprehensive benefits package.

### **COVID Guidelines:**

The Jericho Project is committed to ensuring the safety of its staff, interns, vendors and clients. As per the CDC guidelines' full compliance, all new/incoming staff are required to be fully vaccinated and possess the ability to provide documentation upon their 1st day of hire.

To be fully vaccinated means:

1. 2 weeks after their second dose in a 2-dose series such as: Pfizer or Moderna.
2. 2 weeks after a single-dose vaccine, such as: Johnson & Johnson's

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

We grant accommodations according to the law.

### **How to Apply:**

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department  
Jericho Project  
Job Code: **Porter, Kingsbridge Terrace**  
245 W. 29th Street, Suite 902  
New York, NY 10001  
Fax 646.624.2301  
careers@jerichoproject.org

### **No Phone Calls Please.**

*Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. [www.jerichoproject.org](http://www.jerichoproject.org)*