



<b>Position:</b>	Porter – West Tremont
<b>Location:</b>	Bronx, NY
<b>Reports to:</b>	Superintendent
<b>Hours:</b>	Full-time, 40 hours per week, some evenings /weekends

#### **About Jericho Project**

Jericho Project is a nationally recognized nonprofit that has been working to end homelessness at its roots since 1983. What began as a Manhattan soup kitchen has grown into a citywide organization serving nearly 3,000 New Yorkers each year—including over 700 veterans, as well as young adults and families, many of whom identify as LGBTQ+.

Jericho provides more than 600 units of supportive housing through seven permanent residences in the Bronx and Harlem, along with scattered-site apartments throughout New York City. Our housing-first model is paired with wraparound services delivered by skilled case managers, licensed mental health clinicians, and workforce development specialists. Together, these services support our four pillars of stability: housing, employment, wellness, and family.

In 2024, Jericho facilitated over 570 housing placements, helped secure nearly 275 job placements, and delivered over 750 therapy sessions through our in-house Jericho Therapy Program. As we move toward expanding our reach by an additional 2,000 units of housing, we remain committed to helping individuals and families build lasting independence and well-being—one person, one home, and one community at a time.

#### **About the Position**

Jericho Project is seeking a full-time experienced Porter for a 90-unit Permanent Supportive Housing residence for veterans. The porter may be required to work after regular work hours for emergencies and special situations.

The FLSA status of this position is **Non-Exempt**.

#### **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 for this position is **\$37,440.00 annualized**. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

#### **How to Apply:**

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

Human Resources Department  
Jericho Project  
Job Code: **Porter – West Tremont**  
245 W. 29th Street, Suite 902  
New York NY, 10001  
Fax 646.624.2301  
[careers@jerichoproject.org](mailto: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)*