



Urban League of
Greater Miami, Inc.

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2121 NW 2nd Ave, Suite 203
Miami, FL 33127

(305) 696-4450

Porter, Part-Time – Job Description

Position Summary

The Porter is responsible for the daily cleanliness, upkeep, and overall appearance of the property, including common areas, hallways, grounds, and exterior spaces. This role plays a key part in creating a clean, safe, and welcoming environment for residents, tenants, and visitors.

The ideal candidate is dependable, punctual, and detail-oriented, takes pride in a well-kept property, and is willing to support the maintenance team with light tasks as needed.

Key Responsibilities

Cleaning & Common Areas

- Clean and maintain common areas daily, including lobbies, hallways, stairwells, elevators, laundry rooms, restrooms, and amenity spaces.
- Sweep, mop, vacuum, dust, and wipe down surfaces; clean glass, doors, and fixtures.
- Maintain clean and orderly trash rooms, chute areas, and dumpster/compactor areas.
- Remove trash and recycling from common areas and receptacles and transport to designated collection points.

Grounds & Exterior Upkeep

- Keep grounds, walkways, entryways, breezeways, and parking areas free of litter and debris.
- Pressure wash, sweep, and clean exterior surfaces and common areas as assigned.
- Provide light landscaping and grounds support as directed.

Maintenance Support

- Assist the maintenance team with light tasks and unit turnovers, such as trash-outs and basic cleaning.
- Report maintenance issues, safety hazards, or property damage to the supervisor promptly.
- Help set up and break down for community events or property activities as needed.

Supplies & Safety

- Maintain cleaning supplies and equipment; keep storage and utility areas clean and organized.
- Use cleaning chemicals and equipment safely and according to instructions.
- Follow all safety procedures and organizational standards; maintain confidentiality regarding residents, tenants, and property information.

Qualifications

Required

- Prior janitorial, porter, custodial, or cleaning experience preferred.
- Ability to safely use cleaning equipment, tools, and supplies.
- Dependability, punctuality, and attention to detail.
- Ability to work independently and follow instructions with minimal supervision.



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- Courteous, professional demeanor around residents, tenants, and visitors.
- Reliable transportation.

Preferred

- High school diploma or equivalent (GED).
- Experience in a residential or commercial property setting.
- Basic handyman or light maintenance skills.
- Bilingual (English/Spanish) a plus.

Physical Requirements & Work Environment

- Ability to lift and carry up to 50 pounds.
- Frequent standing, walking, bending, kneeling, reaching, and climbing stairs for extended periods.
- Ability to work indoors and outdoors in varying conditions, including heat and humidity.
- Ability to use required personal protective equipment (PPE).

Compensation & Schedule

Pay Range: \$14.00 – \$16.00 per hour, based on experience.

This is a full-time, non-exempt hourly position eligible for overtime in accordance with applicable law.

Reports To: Property Manager / Maintenance Supervisor

Employment Type: Full-Time, Hourly (Non-Exempt)

Pay Range: \$14.00 – \$16.00 per hour (based on experience)

Schedule: Monday–Friday, with occasional weekend coverage as needed

Location: Assigned property/properties