

# Porter

**INCUMBENT:** Vacant  
**REPORTS TO:** Housekeeping Supervisor  
**LOCATION:** Bowling Green, KY  
**STATUS:** Full-time, Hourly  
**DATE:** Open Until Filled



## DESCRIPTION

The Porter will provide upkeep throughout the Museum facilities and grounds to ensure a clean and healthy environment for Museum guests and staff.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Frequently clean and sanitize common use and high-touch areas throughout the Museum including restrooms, conference areas, touch pads, door handles, counters, etc.
- Regularly inspect grounds, buildings, and other community areas daily to minimize liability concerns and ensure excellent curb appeal inside and outside the Museum.
- Respond to emergency cleaning requests quickly and efficiently.
- Remove garbage and recycling daily and prepare garbage bins for weekly pick-up.
- Replenish cleaning supplies and maintain proper storage of chemicals and consumables.
- Assist the Events and Facility Rental team with hands-on support as needed.
- Responsibilities are not all-inclusive, additional duties may be assigned.

## EDUCATION/EXPERIENCE

- High school diploma or equivalent is required.
- Prior related work experience is preferred.

## QUALIFICATIONS

- Be a well-organized and self-directed individual who is a team player.
- Possess effective written and oral communication skills.
- Demonstrate the ability to initiate the completion of daily task.
- Ability to multi-task and pay strong attention to detail.
- Intermediate knowledge of equipment operation and maintenance.
- Demonstrated technical and professional skills in job-related area.
- Ability to follow safety procedures at all times.
- Ability to calculate basic math.
- Ability and availability to work any shift when needed.
- Ability to complete multiple tasks and high volume of work on deadline.
- Valid state driver's license required.

## ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended periods of time.
- Ability to function in physical positions such as standing, stooping, bending, turning, twisting walking, kneeling, squatting, and climbing ladders.
- Ability to lift and carry up to 50 lbs. on a regular basis.
- Ability to work indoors and outdoors in various weather conditions and temperatures.
- Must have sufficient mobility to move around the office and the community.