



## **POSITION DESCRIPTION:**

### **Porter**

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation's non-profit partner working to ensure the park on the High Line is maintained as a great public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, Friends of the High Line is currently working to raise the essential private funding to help complete the High Line's construction and create an endowment for its future operations.

#### **Job Description**

The Porter is a full-time, year-round employee of Friends of the High Line, and an integral part of FHL's Park Services team. Reporting to the Custodial Manager, the Porter performs custodial duties at the High Line's newly-constructed operations building, a 4-story, 20,000-square-foot building which houses FHL's administrative and operations offices, public community spaces, and a wide range of High Line operational functions. The Porter will work with a diverse team to achieve the highest standards of cleanliness and organization in and around the High Line Headquarters building.

#### **Primary Responsibilities**

- Maintain cleanliness of the High Line Headquarters building and environs, including office areas, conference rooms, public gathering areas, public bathrooms, locker rooms, entry ways, elevators and stairs, garages, and storage areas;
- Oversee the daily cleanliness of shared common areas including conference rooms and kitchens;
- Receive deliveries via the freight elevator, log packages, and advise the appropriate recipient;
- Move deliveries to appropriate locations within the building;
- Set-up conference rooms in requested special configurations for meetings and events;
- Quickly respond to spills, bathroom malfunctions, potential hazards, etc.;
- Report and remove graffiti;
- Position garbage and recycling dumpsters for pick up on appropriate days;
- Collaborate with contracted specialists to perform seasonal or specialty tasks;
- Maintain inventory of custodial supplies and consumables according to department standards;
- Oversee the efficient, safe, orderly use of the public bathroom facilities during peak hours;
- Inform the public of responsible use of High Line property, including proper disposal of waste & recycling items, chewing gum, etc.;
- Participate in snow and ice removal;
- Perform other tasks, as needed

#### **Requirements**

- Must be extremely dependable, punctual, detail-oriented, and a good communicator with staff and public alike;
- Ability to develop and maintain a regular schedule of custodial tasks on a daily, weekly, and monthly basis;
- Ability to work alone or in teams, in all weather conditions;
- Ability to lift and/or move over 40 pounds;
- Driver's license preferred;
- Experience with scissor lift preferred;
- 1- 3 years of professional experience in building custodial services.

#### **To Apply**

Please submit your cover letter, resume, and salary requirements to [parkops@thehighline.org](mailto:parkops@thehighline.org). Only those whose applications are being considered will be contacted. No phone calls please.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally-protected status.