



POSITION DESCRIPTION

Doorperson	
Department: Facilities	Status: Regular Full-time, Non-Exempt
Reports to: Facilities Manager	Last Reviewed: December 2022
Titles reporting to this role: N/A	Next Review Date: March 31, 2023

Position Summary:

Under the supervision of the Facilities Manager, the employee provides building and grounds monitoring services for a facility or facilities of the Agency.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

Daily Procedures

Responsible for daily procedures, such as performing building inspections by making regular rounds and verifying visitors, may be asked to do minor maintenance/janitorial duties. The doorman will be responsible for receiving and storing all mail packages in the designated area, screening visitors, assisting programs with the flow of traffic, answering phone calls, and help facilities with all PQI-related drills.

General Maintenance

Responsible for performing general maintenance work, such as replacing light bulbs and it may perform light clean up duties, if needed.

Customer Service

Responsible for answering phone calls while providing general information about the agency. Conduct visitor screening as well.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills testing. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to perform the essential functions.

Education/Experience:

No specific education level is specified, however the position requires the ability to read and write. High School Diploma or equivalent preferred. Security officer certification a plus.

Language Skills:

Bilingual in Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

N/A

Mathematical Skills:

N/A

Operating Environment and Working Relationships:

N/A

Decision Making Authority:

N/A

People Management:

N/A

Remote Work/Technology (WIFI)/Mobile Phone Usage:

Not eligible for remote work. A personal mobile phone is not required and therefore not eligible for mobile phone reimbursement.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____