



# The Schools of McKeel Academy, Inc.

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3616 Harden Blvd #389 • Lakeland, Florida 33803  
www.mckeelschools.com

## JOB DESCRIPTION-DAY PORTER

The Day Porter reports to the Facilities Manager and will perform day to day building maintenance at our facilities. Overall duties will include removing debris, maintaining common areas, restocking bathrooms and responding to all cleaning emergencies.

### Skills and Qualifications

- Must be organized, dedicated and proven time management capabilities
- 6-12 months porter experience
- Must be reliable and professional
- Must be able to lift up to 50 pounds
- Must be comfortable and able to work on a ladder
- Must be able to work independently without direct supervision
- Must be able to pass a background check including Jessica Lunsford Act screening
- Must be able to comprehend instruction given in English
- Must have good communication skills

### Essential Duties and Responsibilities

- Assist with minor building repairs
- Clean all common room areas including the cafeteria, lobby, restrooms or other areas as assigned
- When applicable, place safety hazard signs in the building including wet paint and wet floor warning signs
- Monitor, clean & service restrooms
- Respond to any major spills or other cleaning crises
- Remove litter and rubbish from main common rooms and exterior of campuses
- Help maintain inventory of supplies required for facility maintenance
- Understand and follow oral and written instructions
- Be able to walk, bend, crawl and reach for extended periods of time
- Performs other duties as assigned by the Facilities Manager

Please send resume to [jobs@mckeelschools.com](mailto:jobs@mckeelschools.com)