



JOB POSTING: PART-TIME PORTER

We are looking for a responsible individual to perform porter duties for our 24-hour, 4,000 sq. ft. bakery and incubator kitchen located at La Marqueta. The position's function is to perform kitchen custodial and maintenance duties during and after normal business hours. Weekend availability is required.

RESPONSIBILITIES:

Keep bakery, kitchen, storage and offices sanitized, neat, and orderly:

- Clean bakery, facility, & bathroom floors by sweeping, mopping or scrubbing them
- Remove garbage and recyclables from the building
- Clean trash cans and other storage containers as needed
- Dishwashing by hand
- Sanitize and maintain machines according to Head Porter's instructions
- Dust and polish kitchen equipment, office furniture, window ledges, walls, etc.
- Clean windows and mirrors
- Follow steps necessary to prevent insect and rodent infestation.
- Follow daily checklist as assigned by Operations Manager and Head Porter
- Assist Head Porter with various sanitation and maintenance jobs
- Leave work area in clean and proper order - no towels left out, mop heads clean, mop bucket rinsed out, brooms hung up, dish room floor squeegeed
- Notify supervisor about the need for any repairs or additions to facility operating systems

Actively contribute to building security and safety:

- Securing the receiving area while delivery drivers load their vehicles
- Answering the door and requiring all visitors to sign-in and follow visitor protocol
- Responding to security problems by notifying the Police, Fire Department or supervisor

REQUIRED SKILLS:

- Must be 21 years or older
- Must have a High School Diploma or GED
- Must have legal authorization to work in the United States
- Must accept to pass a pre-employment drug and alcohol screen
- Some knowledge and/or the ability to learn about occupational hazards and safety precautions
- Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 50 pounds and to repeatedly lift, move and carry objects weighing more than 50 pounds with assistance
- Experience working in a commercial kitchen or restaurant ideal

TO APPLY:

Interested candidates should forward their resume to HR@HotBreadKitchen.org. Please include "Part-Time Porter" and your name (Last, First) and in the subject line of your email.