



JOB POSTING: PART-TIME PORTER

We are looking for a responsible individual to perform porter duties for our 24-hour/ 7 day a week, 3,000 sq. ft. shared, commercial kitchen located in New York City. The position's function is to perform kitchen custodial and maintenance duties during and after normal business hours. Weekend and night time availability is required. Overnight shifts may be occasionally needed.

RESPONSIBILITIES:

Keep facility sanitized, neat, and orderly:

- Maintain a clean and safe facility by sweeping, mopping and cleaning all tables, equipment and machinery.
- Remove garbage and recyclables from the building
- Clean trash cans and other storage containers as needed
- General ware washing
- Follow pest control plan
- Follow daily checklist as assigned by Facilities Supervisor
- Assist Facilities Supervisor with various sanitation and maintenance jobs
- Notify supervisor about the need for any repairs or additions to facility operating systems
- Receive deliveries following proper receiving protocol

Actively contribute to building security and safety:

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

REQUIRED SKILLS:

- Must be 18 years or older
- High School Diploma or GED preferred
- Must have legal authorization to work in the United States
- Must accept to pass a pre-employment drug and alcohol screen
- Must have flexible schedule and be willing to work overnight and weekend shifts
- Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 50 pounds and have the ability to be on your feet for 8 hours per day
- Some knowledge about occupational hazards and safety precautions is preferred
- Experience working in a commercial kitchen or restaurant ideal

- Food Protection Certificate a plus
- Bilingual (Spanish and English) a plus

COMPENSATION:

This is a part time hourly paid position with paid sick leave. This position is also eligible for a performance based bonus.

TO APPLY:

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