



Day Porter

Waypoint Real Estate, LLC – Fort Collins, CO

Waypoint Real Estate is looking for a full-time Day Porter with experience in commercial and residential facilities maintenance. Under the direct supervision of the Director of Property Management, the Day Porter's main goal is to maintain the cleanliness of each buildings and its common areas in first class condition. Waypoint Real Estate is a growing company offering commercial brokerage services and property management. Come be a part of this talented team.

Job Description: Perform day-to-day building janitorial maintenance at our managed properties. Overall duties will include removing debris, maintaining trash /recycling receptacles, and responding to all cleaning emergencies. Candidate will work with the property management team to create an effective cleaning schedule, which will include your day-to-day routines and work timetable.

Responsibilities include:

- Clean hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, and other work areas
- Empty trash, recyclable receptacles and ashtrays.
- Parking lot detail/assist with snow removal and power washing as needed
- Must comply with all regulations such as OSHA, EPA, and State Health Department
- Report any needed repairs immediately to Maintenance
- Respond quickly and professionally in the event of an emergency, working in conjunction with the property management team.
- Ability to communicate with customers and vendors as the need arises.
- Create and complete assigned work orders and maintain a quality system of tracking outstanding work and completed work through a work order system on a phone or tablet.
- Other tasks as assigned

Required Experience:

- 1+ years of janitorial or related experience
- High school diploma/GED required

Preferred Experience:

- Physically capable of lifting 50 pounds unassisted and working off various height ladders
- Effective written and oral communication skills
- Ability to prioritize tasks and follow procedures
- Clean driving record
- Experience using a work order system to track and update maintenance requests
- Strong inter-personal skills
- Strong problem-solving skills
- Commitment to operational excellence and detail
- Contribution to Waypoint's commitment to community, including holding a leadership position on a community based non-profit or volunteer organization.

Hourly Rate commensurate with experience. This position will be full-time, with a competitive benefits package. **To apply:** send cover letter and resume to Bethany Geisert at bgeisert@waypointre.com

About Waypoint Real Estate:

Waypoint Real Estate is a local provider of commercial brokerage, property management, and investment services. Core to their purpose, Waypoint's work extends beyond real estate by donating 1% of gross revenue to community-based causes and each team member maintaining a leadership position on a local volunteer board or non-profit.