

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Day Porter  
Code: 16228  
Salary Grade: 51  
FLSA Status: Non-Exempt  
Department/Division: Facilities Services  
Reports To: In accordance with departmental policies

---

## *Summary*

- Function: To perform custodial services throughout the University. Assist with emergency situations and customer concerns as needed.
- Scope: Responsible for cleaning, maintaining indoor university environments and ensuring customer needs are met.

## *Duties*

- Typical:
  1. Performs custodial maintenance of buildings to include refinishing of floors; cleaning, sweeping, mopping, dusting, shampoo carpets, waxing/polishing, and scrubbing of tile, floors, stairways, hallways, restrooms, offices, laboratories, locker rooms, and building lobbies; emptying waste receptacles; polishing of nickel and brass work; cleaning, dusting, and polishing furniture and equipment; and cleans/maintains restrooms.
  2. Washes windows and moves furniture; removes and empties paper recycling bins; washes and polishes drinking fountains.
  3. Distributes and maintains inventory of facility maintenance supplies and equipment.
  4. Alerts housekeeping management to existing issues, or areas requiring special attention by the evening crews.
  5. Supports University events as required.
  6. Provides emergency response for issues that arrive during the day requiring housekeeping support.
  7. Performs other duties as assigned.
- Periodic:
  1. May assist with training of new employees.
  2. Conduct periodic inspections of areas assigned by supervisor.

***Education***

<b>Required</b>	<b>Preferred</b>
Completion of the sixth grade.	High school graduation or GED. Ability to speak English.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Ability to follow basic work instructions.  Ability to reach, climb stairs/ladders, balance, stoop, kneel, crouch, crawl, and frequently lift up to 50 lbs with or without reasonable accommodation.	Criminal Background Check (CBC). Have a valid Texas Driver's License.

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of experience as a building attendant or its equivalent at an educational institution.	

***Equipment***

<b>Required</b>	<b>Preferred</b>
Knowledge of janitorial equipment and its care and maintenance requirements. Able to operate all housekeeping equipment in a proficient manner.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office building conditions.	Research laboratories may pose hazardous conditions. May work around chemical fumes. May work around chemicals. Use of manual dexterity.

***Supervision***

<b>Received</b>	<b>Given</b>
General with detailed instructions on special assignments.	Depending upon experience/seniority, occasionally oversees work of assigned

	custodial personnel.
--	----------------------

***Physical Demands***

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to feel and reach with hands and arms. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and move up to 50 pounds with or without accommodations .
--

***Accuracy***

Proficiency in all phases of work.
------------------------------------

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
---

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with. Must comply with all University policies
--