

HK||HallKeen Management

Job Title: Porter

Location: Palmetto on West, Clearwater, FL 33755

Work Schedule: Full Time | 40 Hours per Week

Pay Rate: \$19 - \$21 DOE Per Hour

Job Description

HallKeen Management is seeking a dependable, motivated, and customer-focused Porter to join our team at Palmetto Park Apartments. This position plays a vital role in maintaining the appearance of the community, supporting the maintenance team, and preparing apartments for new residents.

Essential Duties and Responsibilities

Responsibilities include, but are not limited to:

- Maintain the cleanliness and appearance of the community, including common areas, breezeways, stairwells, sidewalks, parking lots, dumpster areas, and amenities.
- Perform daily grounds inspections and remove litter and debris throughout the property.
- Clean and prepare vacant apartments for occupancy, including sweeping, mopping, vacuuming, dusting, sanitizing, and removing trash.
- Assist the maintenance team with apartment unit turnovers to ensure units are move-in ready.
- Assist with painting, touch-ups, cleaning appliances, replacing light bulbs, installing air filters, and other turnover tasks as assigned.
- Perform basic maintenance duties such as replacing smoke detector batteries, tightening hardware, changing HVAC filters, replacing light fixtures or electrical covers, and other minor repairs within skill level.
- Assist with moving appliances, furniture, and maintenance supplies as needed.
- Help maintain maintenance shops, storage rooms, and inventory areas in a clean and organized manner.
- Report maintenance concerns, safety hazards, and property damage promptly.
- Assist with preventive maintenance activities as directed by the Maintenance Supervisor.
- Provide excellent customer service while interacting with residents, vendors, and visitors.
- Respond professionally to resident requests and communicate maintenance concerns to the appropriate team members.
- Perform other duties as assigned to support the overall operation of the community.

Qualifications

- Previous porter, groundskeeper, janitorial, or maintenance experience preferred.
- Basic knowledge of apartment maintenance, unit turnovers, painting, and cleaning techniques preferred.
- Ability to safely operate hand tools and basic maintenance equipment.

- Strong work ethic with the ability to work independently and as part of a team.
- Excellent customer service and communication skills.
- Ability to lift up to 50 pounds and work outdoors in varying weather conditions.
- Reliable transportation and a valid driver's license preferred.

Benefits

HallKeen Management offers a competitive benefits package including Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long-Term Disability, Life Insurance, 401(k) with company match, paid vacation, sick and personal time, paid holidays, and additional employee discount programs.

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