

JOB DESCRIPTION

Title: Night Duty Attendant/Porter
Reporting To: Maintenance & Inspection Manager

Duties:

1. Security / Health & Safety

- a. To ensure the safekeeping of the building and its residents at all times.
- b. To ensure noise levels are kept to a minimum and that the behaviour of residents / guests is controlled.
- c. All corridors to be checked every hour. Card to be scanned at the top and bottom of corridors on each floor. Therefore obtaining a recorded log each day.
- d. To lock up all designated gates, windows and doors at night.
- e. Complying with all legislation with regard to health and safety issues including fire safety.
- f. Monitoring of CCTV cameras when necessary, to record and down load footage as needed for reporting and follow up of incidents.
- g. Assisting and complying with Fire Evacuations & Fire Drills.

2. Reporting

- a. To report any incidents or report any defects with regards to equipment.
- b. To liaise with managers on a daily basis with an account of the previous night / day work.
- c. To act in a professional capacity at all time and to deal with complaints in an appropriate manner

3. Cleaning

- a. To ensure that the reception area of the building is kept in a clean condition at all times.
- b. To monitor and patrol all external areas for litter pick up, sweep and tidy with motorised sweeper as required.
- c. To oversee courtyard areas at regular times, particularly at day weekend shifts for litter picking, sweeping and power washing as needed for regular maintenance and clean appearance.
- d. To ensure that refuse bins are emptied on a regular basis.
- e. Light cleaning duties ensuring the interior and exterior of the building is kept in an excellent condition at all times.
- f. To ensure reception, corridors and common areas are washed, cleaned and free of spillages, broken glass and other litter.

4. Maintenance

- a. To ensure machines are stocked regularly i.e. photocopiers etc.
- b. To check and respond to daily Maintenance log book and carry out non technical or non electrical repairs where possible e.g. change light bulbs, unblock shower drains or toilets, replace microwaves or other small appliances as needed or any other applicable tasks that can be completed.
- c. To attend to Fire Panel when off line, reset and replace brake glass units when broken in common areas and smoke detector batteries in apartment hallways.

5. Access Control

- a. To comply with Access Control and lock out procedures.

6. Other

- a. To check residents/guests/visitors in when required.
- b. To ensure all non residents have vacated apartments nightly when visiting hours have ended.
- c. Front door access to be patrolled at particular busy times to ensure all entrants are residents and have correct ID and access card.
- d. Any other duties which may be assigned to you from time to time