

Conference & Event Porter

The C&E Porter is responsible for supporting the setup, maintenance, and smooth operation of conferences, meeting, and events. This role involves preparing event spaces, moving and arranging furniture and equipment, assisting with audiovisuals setup, and ensuring all rooms are cleaned, organised, and ready to use.

KEY RESPONSABILITIES:

- Ensure all rooms are set up correctly based on instruction from C&E Supervisor.
- Assist with the safe movement of chairs and tables to the correct location.
- Report any damaged or broken furniture for repairs or disposal.
- Set, delivery and breakdown break spaces & function spaces.
- Serve a functions.
- Ensure adequate equipment is available, i.e. Glassware, plates, tablecloths, cutlery etc and liaise with the supervisor for any additional equipment that is required.
- Ideally first aid trained.

ROLE DETAILS:

DEPARTMENT: Hospitality

REPORTING TO: C&E Supervisor / Event Manager / Head of Hospitality

REQUIRED SKILLS AND QUALIFICATIONS:

- Ability to lift and move equipment
- Willingness to work flexible hours.
- Good communication skills.
- Team player.
- Attention to detail.
- Problem solving and flexibility to adapt to changing needs.
- Health and safety awareness.

