



Example of Banquet Porter Job Description

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Our company is searching for experienced candidates for the position of banquet porter. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for banquet porter

- Perform other duties as requested, such as moving furniture in and about the hotel
- Colleagues with irregular attendance will be subject to disciplinary action, up to and including termination of employment
- Perform other duties as requested, such as moving office furniture and cleaning carpet and chairs
- Ensures the cleanliness of all Beverage outlets the cleanliness of all equipment used to perform job duties
- Setting/resetting room in a timely manner according to BEO, Spec Sheet and/or management instruction
- Collecting, moving and/or removing tables, chairs, podiums, flipcharts and other items needed in the room
- Move and place heavy props for functions
- Setting/resetting table pads, tablecloths and skirting correctly
- Setting misc
- Cleaning Banquet areas

Qualifications for banquet porter

- Must have valid driver's license and may be required to become certified to drive a fork lift once hired
- Must have valid Health and Tam card

- Assist other Banquet personnel as needed according to established standards and procedures
- Adhere to policies and procedures and health laws
- Inform manager/supervisor/lead of items needing ordered or fixed