



# Example of Banquet Porter Job Description

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Our innovative and growing company is looking to fill the role of banquet porter. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for banquet porter

- Responsible for setting up the banquet facilities according to function sheet requirements in a timely manner
- Responsible for the breakdown of room set up after all functions and placing equipment back in its proper storage
- Responsible for setting up the water stations or individual pitchers in meeting rooms as needed
- Arranging and preparing rooms and tables for events
- Maintaining adequate supplies and equipment
- Assisting kitchen and service staff
- Providing exceptional customer service to guests
- Follows all applicable internal policies, federal and state laws, rules, regulations and controls property wide
- Communicates politely and display courtesy to internal customers
- Provide exceptional service to all guests in a variety of settings

## Qualifications for banquet porter

- Must be able to push, pull, and lift up to 75 pounds on a regular basis
- Must be able to grasp, kneel, stoop, and bend on a regular basis
- Must possess a valid Class 5 provincial driver's license and should be able to provide satisfactory safe driving record (Driver's Abstract)
- Needs to be able to work a variety of shifts
- Previous experience performing a physically demanding work load

