



Example of Banquet Porter Job Description

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Our company is searching for experienced candidates for the position 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

- Moving, handling and placement of banquet furniture
- A discounted, well-balanced meal every shift
- Room discounts at Marcus Hotels & Resorts properties and Hilton properties
- Free parking rates
- Assist in maintaining and cleaning meeting rooms
- Stock and organize supply carts with designated materials and equipment, transporting to the assigned functional area
- Set up table linens, skirting, and tabletop items (water pitchers, ashtrays, glasses,) as specified by the group and in accordance with departmental standards
- Breakdown function areas as scheduled in accordance with departmental procedures, storing all reusable goods, and return equipment to specified storage areas
- Maintain cleanliness and organization of closets

Qualifications for banquet porter

- Shampooing carpets in convention space
- Responsible for executing the preparation, setup, and teardown of banquet areas/meeting spaces, moving furniture and stage platforms, lifting heavy objects such as chairs, tables, and dance floor sections and pushing/pulling carts and all other duties as determined by the Director of Catering and Management

codes from the City of Nevada

- Candidates must be able to communicate, read and write in English fluently, and comprehend and follow Banquet Event Orders and diagrams
- Previous carpet, hard floor care and equipment knowledge is required
- Must be available for shift work including weekends, evening and overnight shifts