

JOB OPPORTUNITY

BANQUET PORTER

RESPONSIBILITIES:

- Set up all function rooms according to instructions and standards.
- Communicate with the Lead Porter and Banquet Managers to ensure that set ups are completed accurately and in a timely manner.
- Maintain proper care, movement, and storage of all equipment used by the Banquet department.
- Maintain and control all meeting room supplies such as mints, pens etc.
- Service all meeting rooms while meeting all Banquet standards.
- Upon guest request, locate and deliver convention material to designated locations.
- Maintain control, inventory and delivery of boxes and materials arriving for meeting rooms.
- Ensure proper communication within the Banquet team, and to other departments ie. Engineering, to prevent or overcome any challenges or obstacles to ensure great banquet service.
- Will be required to act as a banquet server during busy periods.
- All other duties as assigned by the Banquet Managers or Lead Porters.

QUALIFICATIONS:

- Excellent guest service skills are required.
- Must be available for early morning starts and late night finishes.
- Living Downtown or having a vehicle is an asset.
- Must have Serving it Right Certificate.
- Must be able to speak, read, write and understand English, a second language is an asset.
- Must have strong communication skills, both verbal and written.
- Constant walking and standing is required; you must be able to exert a well-paced mobility to get to other departments in the hotel on a timely basis.
- Must be able to bend, squat and lift up to 75 lbs. on regular and continuous basis.
- Must be able to push and pull carts and equipment weighing up to 250 lbs. on a regular and continuous basis.
- Computer skills, including knowledge of Microsoft Office product and Delphi an asset.

APPLY: Please email your cover letter and resume to Human Resources at resumes@wallcentre.com. All internal candidates should submit an internal application form (signed by your department head).