

POSITION profile



Sheraton
CAVALIER CALGARY HOTEL

Position **Banquet Porter**

- Responsibilities
- Properly clean and set meeting rooms and banquet functions per specifications on resume and BEOs or as given by banquet management including vacuuming floors and cleaning walls and windows/mirrors.
 - Ensure proper care, movement, storage of all equipment such as tables, chairs, risers, dance floor lecterns and supplies such as linen, pads, pens/pencils, etc....
 - Service meeting rooms by emptying trash, removing dirty plates, cups, linens and glasses, and replace as necessary. Replenish water as specified or requested.
 - On a continuous basis, keep service corridors, pre-function space, and storage areas clean, organized and unobstructed.
 - Greet guests and answer general questions in a polite, friendly, courteous manner.
 - Upon request, locate and deliver convention material to designated location.
 - Perform other duties as requested, such as moving furniture in and about the hotel.
 - Communicate any concerns regarding guests to Banquet Manager/Assistant.
 - Perform all duties in a safe manner according to established safe work practices.
 - Report any accidents, injuries, near misses and/or hazardous conditions.
 - Other related duties as necessary.

- Qualifications
- Physically fit; able to lift and move tables, chairs, equipment, etc....
 - Professional appearance and demeanor.
 - Effective communication and customer service skills.
 - Reliable and punctual, and able to work without supervision.
 - Organized and able to work cooperatively and effectively with other associates.

Hours of work Days of the week vary according to business levels.
Shift can range between 5:00am - 2:00am; weekends and holidays required.

Reports to Banquet Manager / Assistant