

Job Description: Event Porter Supervisor  
Department: Food and Beverage  
Reports to: Catering and Meetings Room Manager  
FLSA Status: Non-Exempt



**Position Summary:** The Event Porter Supervisor leads a team responsible for the setup, servicing and break down of all meetings, catered banquets and events in accordance with Fort Worden's high quality standards. The Supervisor ensures all venues are well-maintained and cleaned during events, audio visual (A/V) equipment needs adjustments or repairs, prior to and/or after an event.

The Supervisor also assists the Catering & Meeting Room Manager with inventory control of catering supplies, alcohol, equipment and furniture. This role maintains a thorough knowledge of Fort Worden, including all meeting spaces and venues, grounds, products and services offered. The individual in this role maintains our vision by adhering to our values and providing the highest level of service to our guests.

This unique role will ensure efficient operation of all functions by supervising, coordinating and providing work direction for the set up team. This position is also a point of guest contact for the set up team during events.

This position requires a flexible schedule including availability all days of the week, evenings and weekends.

### **Principal Duties and Responsibilities**

#### **Set up Duties and Responsibilities**

- Set up/break down of meeting rooms and performance venues to the specifications of the set sheets. This includes considerable physical activity in transporting sometimes awkward and heavy materials weighing up to 75 lbs. such as staging, tables, chairs, dance floors, etc., from storage area to the meeting rooms
- Set up/break down of catering, A/V or other equipment and working with maintenance as needed to make sure room heat, lighting and electrical meets the expectations of the guests
- Maintain bathrooms before, during and after events.
- Supply and replenish meeting rooms in a prompt and courteous manner
- Break down, clean and service all meeting rooms/venues where meetings have concluded and return items to storage area so the room will be available to reset for the next function
- Communicates with the Catering & Meeting Space Manager both verbally and through written communication to ensure proper notification and follow through of assigned tasks
- Safely drive and maintain vehicles available for transporting food and equipment for meetings and special events

#### **Supervisory Duties and Responsibilities**

- Review set-up requests, determine appropriate level of staffing for daily shifts and schedules accordingly
- Supervise the team to make sure relevant security procedures are being followed and exercise care in safeguarding all property and equipment
- Assist with the development and maintenance of training programs for the set-up team
- Maintain established cleaning schedule of meeting rooms and performance venues so they are presentable at all times, including storage areas located in the meeting spaces
- Regularly inspect facilities, storage areas, hallways, fixtures and submit work orders for repair and maintenance according to established procedures
- Maintain and keep all service vehicle records. Ensure vehicle regular servicing as instructed by Manager
- Assist with inventory control of meeting room and A/V equipment

- Remain up-to-date and familiar with procedures, activities at Fort Worden, local attractions, current events, directions and other information on the local area and share with the set up team in order to provide accurate information at the guest request
- Assist banquet staff as needed
- Attend staff meetings as needed
- Other duties as assigned by supervisor or other management

#### **Minimum Qualifications**

- Prior banquet and/or hospitality experience required
- Ability to be on your feet for up to 8 hours
- Detail oriented
- Must be able to follow instructions on the Banquet Event Order
- Familiarity with MS Office and ability to quickly learn to use new software preferred
- Ability to work morning and evening shifts
- High School Diploma or GED equivalent preferred
- CPR Certification and/or First Aid training preferred
- Willingness to maintain a neat, clean and well-groomed appearance in accordance with grooming standards
- Washington State Driver's License (or similar) with a clean driving record
- Valid Washington State Food Handler's Permit
- Valid Washing State MAST Card

#### **Knowledge, Skills, and Abilities**

- Software use: Social Tables, Cateriease and Microsoft Office
- Knowledge of various types of equipment and set up styles used in meeting rooms including basic knowledge of service standards, guest relations and etiquette
- Strong project management skills
- Ability to understand verbal and written English sufficient to understand verbal job requests from supervisor and guests; ability to set up a room by following a flow chart
- Ability to lift and move multiple tables and chairs and podiums weighing up to 75 lbs. through a crowded area  
This position requires considerable physical activity on a continuous basis throughout the shift from room set up and break down
- Ability to grasp, lift and/or carry, or otherwise move or push goods on a hand cart/truck weighing a maximum of 500 lbs.
- Knowledge of A/V and electrical equipment set up processes
- Working knowledge of safety issues relating to moving equipment, building maintenance and food safety concerns; basic maintenance skills
- Strong organizational skills, time management skills and math skills
- Ability to work in outdoor areas
- Ability to perform under pressure effectively for extensive periods of time while maintaining professionalism
- Can work on own as well as part of a team
- Performs work well with accuracy, speed and attention to detail
- Ability to follow directions thoroughly
- Ability to work with minimal supervision
- Adept at understanding guest's service needs
- Clear thinker who can remain calm and resolve problems using good judgment
- Ability to operate all necessary equipment
- Available for flexible scheduling to meet the needs of the department; willing and able to work evenings, weekends and holidays

**Key competencies**

Key competencies include, team management, attention to detail, customer service, integrity, dependability, reliability, problem solving, and strong customer service orientation. Adhering to our Core Values includes being guest-centric, teamwork, respect, pro-active, accountable, learning and sustainable.

**EEO Statement**

The Fort Worden Public Development Authority is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability.

Pursuant to the Americans with Disabilities Act, the Fort Worden PDA will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

***Fort Worden Public Development Authority is a Charter of the City of Port Townsend acting as a public corporation. Our mission is to be financially self-sustaining, and to infuse the Fort with the beauty and energy that allows it to reach its potential as a gathering place for individuals, families.***

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Employee (Print Name)                      Employee Signature                      Date

## Event Porter Supervisor

### PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

**NA:** Not applicable, not required of this position.

**NE:** Requirement is present, but is not essential to the position.

**O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

**F:** Frequent, 34-66 percent of the time.

**C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting			x		
Walking				x	
Standing				x	
Running				x	
Bending or twisting				x	
Squatting or kneeling				x	
Reaching above shoulder level				x	
Climbing (e.g. ladders)				x	
Driving cars, light duty trucks				x	
Driving heavy duty vehicles				x	
Repetitive motion of hands/fingers				x	
Grasping with hand, gripping				x	
Lifting/carrying 10-25 pounds				x	
Lifting/carrying 26-50 pounds				x	

	NA	NE	O	F	C
Lifting/carrying more than 50 pounds				x	
Pushing/Pulling				x	
Using Foot Controls			x		
Work in/exposure to inclement weather			x		
Work in/exposure to cold water			x		
Exposure to dust, chemicals or fumes		x			
Work/live in remote field sites	x				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	x				
Swimming, scuba diving	x				
Work at heights (e.g. towers, poles)	x				
Exposure to infection, germs or contagious diseases		x			
Exposure to blood, body fluid, or potentially contaminated materials	x				
Exposure to needles or sharp implements			x		
Use of hot equipment (e.g., ovens)		x			
Exposure to electrical current	x				
Seeing objects at a distance			x		
Seeing objects peripherally			x		
Seeing close work (e.g., typed print)			x		
Distinguishing colors			x		
Hearing conversations or sounds			x		
Hearing via radio or telephone			x		
Communicating through speech			x		

	NA	NE	O	F	C
Communicating by writing/reading			x		
Distinguishing odors by smell		x			
Distinguishing tastes		x			
Exposure to wild/dangerous animals	x				
Exposure to insect bites or stings		x			
Work/travel in boat/small aircraft	x				
Exposure to aggressive/angry people	x				
Restraining/grappling with people	x				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

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Employee Signature

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Date