

Job Description: Event Porter

Department: Food and Beverage

Reports to: Meeting Room Manager

FLSA Status: Non-Exempt



**Position Summary:** The Banquet Porter is responsible for the setup, servicing and break down of all meetings and events in accordance with The Forts' high standards of quality. The Porter ensures all venues are well-maintained and cleaned including any safety or AV/equipment needs, adjustments or repairs, prior to or after an event. The Porter also assists with inventory control of catering equipment and furniture. This role maintains a thorough knowledge of The Fort and all of its grounds, products and services as well as awareness of other roles and responsibilities throughout the organization. In addition to maintaining our vision by adhering to our values, this position must provide the highest level of service to our guests.

### **Principal Duties and Responsibilities**

- Break down, clean and service all meeting rooms/areas where meetings have concluded and returns items to storage area so the room will be available to reset for the next function
- Set up all meeting rooms to the specifications of the guest. 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
- Catering, AV or other equipment set up/ break down/ maintenance as needed
- Communicates with supervisor verbally and through written communication throughout the shift to ensure proper notification and follow through of assigned tasks
- Supplies and replenishes meeting rooms in a prompt and courteous manner
- Maintains established cleaning schedule of meeting rooms so rooms stay presentable at all times
- Safely drive and maintain vehicles available for transporting meeting materials
- Maintain and keep all Food Services vehicle records. Ensure vehicle regular servicing as instructed by supervisor
- Assist with inventory control of meeting room and A/V equipment and
- Ensure a clean and organized storage area
- Remain up-to-date and familiar with procedures, activities at Fort Worden, local attractions, current events, directions and other information on the local area in order to provide accurate information at the guest request
- Ability to assisted banquet staff as needed
- Attend staff meetings as needed
- Other duties as assigned by supervisor or other management

### **Minimum Qualifications**

1. Prior banquet and/or hospitality experience preferred
2. Ability to work any day/shift and to work on-call as needed
3. High School Diploma or GED equivalent preferred
4. CPR Certification and/or First Aid training preferred
5. Willingness to maintain a neat, clean and well-groomed appearance in accordance with grooming standards
6. Washington State Driver's License (or similar) with a clean driving record
7. Valid Washington state food handlers permit

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

1. Knowledge of various types of equipment and set up styles used in meeting rooms including basic knowledge of service standards, guest relations and etiquette
2. 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
3. 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
4. Ability to grasp, lift and/or carry, or otherwise move or push goods on a hand cart/truck weighing a maximum of 500 lbs.
5. Knowledge of AV and electrical equipment set up processes
6. Working knowledge of safety issues relating to moving equipment, building maintenance and food safety concerns; basic maintenance skills
7. Strong organizational skills, time management skills and math skills
8. Ability to work in outdoor areas
9. Ability to perform under pressure for extensive periods of time while maintaining professionalism
10. Can work on own as well as part of a team
11. Performs work well with accuracy, speed and attention to detail
12. Ability to follow directions thoroughly
13. Ability to work with minimal supervision
14. Adept at understanding guest's service needs
15. Clear thinker who can remain calm and resolve problems using good judgment
16. Ability to operate all necessary equipment
17. 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 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.***

To apply, send your resume to [HR@FortWorden.org](mailto:HR@FortWorden.org)