

Position: Event Porter  
Department: Housekeeping Department  
Reports to: Event Porter Supervisor  
FLSA Status: Non-Exempt



**Wage & Benefits:** Start \$20.00 per hour. Full benefits for full-time includes medical, dental, and pto; partial benefits available to part-time employees. See employee handbook for details.

**Position Summary:** The Event Porter is in charge of setting up, breaking down, cleaning and servicing our event spaces. You will be working with the Event Porter Supervisor and Catering teams to deliver the best experience to the guest. You will need to be able to transition from one task to another quickly, and assist with any last minute changes/requests that inevitably come up. The Event Porter will receive written and verbal assignments from the Event Porter Supervisor regularly, as well as occasional assignments from the Housekeeping Manager that may take them outside the event spaces.

**Primary Responsibilities:**

- Breakdown, clean and service all meeting rooms/areas for set-up and breakdown, as reserved and to specifications of set-up and a/v needs requested by guest.
- Maintain updated schedule for venue usage and set-up and servicing needs.
- Perform cleaning services to venues including, but not limited to: high and low dusting, bathroom cleaning, sweep, mop and vacuum floors, carpet/upholstery cleaning, interior exterior window cleaning, empty trash/recycling.
- Safely drive and maintain vehicles available for transporting materials, cleaning supplies, laundry and equipment.
- Keep areas properly supplied with toilet paper, paper towels, soap and other items
- Use chemicals, supplies and equipment in accord with written and verbal instructions.
- This role includes considerable physical activity in transporting sometimes awkward and heavy materials weighing up to 40lbs. such as staging, tables, chairs, dance floors, etc. from storage to meeting area. Any heavy lifting that is over 40lbs will require a second person to lift safely.
- Communicates with Event Porter Supervisor and Housekeeping Manager verbally and through written communication throughout the week to ensure proper sets.
- Take periodic inventories and assist with deliveries.
- Ability to follow all safety guidelines and procedures.
- Attend weekly event meetings as well as staff meetings when applicable.
- Step in for other housekeeping and laundry staff as needed performing a variety of related tasks to ensuring customer service for our guests.
- Ability to assist banquet staff as needed.
- Other duties as assigned by supervisor or other management.

## **Key Competencies**

Key competencies include attention to detail, customer service, integrity, dependability, reliability, problem solving, and strong customer service orientation.

## **Minimum Qualifications**

- High school diploma or GED equivalent preferred
- Washington state driver's license (or similar) with a clean driving record
- Willingness to maintain neat, clean and well-groomed appearance in accordance with standards
- Available for flexible scheduling; willing and able to work evenings, weekends and holidays.

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

- Requires frequent bending, stooping, reaching up and team lifting up to 75 lbs.
- Ability to walk or stand for prolonged periods
- Ability to delegate, plan, organize and prioritize tasks
- Solid communication skills for internal communications as well as formal guest communications
- Ability to operate all necessary equipment
- Skilled at understanding guest service needs with a strong sense of quality
- Clear thinker who can remain calm and resolve problems using good judgement
- Ability to work with minimal supervision on own as well as part of a team
- Ability to follow directions thoroughly, as well as give thorough direction
- Sense of urgency and ability to meet deadlines

## **EEO Statement**

Fort Worden Hospitality 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, Fort Worden Hospitality will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

## **Fort Worden's Service Philosophy - CAMP**

Cultivate a community for anyone to feel welcome at Fort Worden.

Attention to detail in every task.

Model of integrity in policy and practice.

Proactively work to ensure guests and employees want to return.

***Fort Worden Hospitality welcomes visitors to a treasured state asset – Fort Worden State Park and Lifelong Learning Center. We connect people to the park's resources: the lifelong learning center campus, the cultural, educational, artistic, environmental, and recreational programs offered by the park's partner organizations; the trails, beaches and historic batteries. We also provide hospitality packages; meeting and events spaces; food service; and lifelong learning programming.***