

POSITION: PORTER

REPORTS TO: Retail/Catering Manager/Supervisor

STATUS: Part-time Hourly

PRINCIPAL FUNCTION: This position is responsible for assisting in the set up, tear down & delivery of equipment and food for retail and catering events & bars. It also requires cross training to assist in other catering & retail areas, as required. Our goal is to be #1 in Event Hospitality; all of our team are "Hospitality Ambassadors."

ESSENTIAL RESPONSIBILITIES:

- Read BEO's to determine what equipment is needed for events
- Organize & set up bars, cash registers & product for sale
- Responsible for inventory and counts of all bar products, start to finish of event
- Set up tables, buffets & coffee stations with all relevant equipment.
- Set up retail concessions, including carts, fridges, cash registers, signage & product.
- Work with catering & retail team assisting wherever required.
- Remove trash from event space and place in the dumpster.
- Comply with applicable health and safety regulations.
- Perform other related duties, tasks and responsibilities as required as per supervisor.
- Work with team & supervisors to ensure tasks are completed

QUALIFICATIONS/SKILLS:

Required:

- **Must be Smart Serve certified.**
- Ability to understand and implement written and verbal instructions
- Must work well in a team environment
- Ability to work independently and in a high stress, fast paced environment
- Ability to follow oral and written direction
- Must have professional demeanor and appearance.

OTHER REQUIREMENTS:

Must be able to exert well-paced mobility for periods of up to four (4) hours in length and have the ability to lift up to 50 pounds. Must be able to work in extremes of cold and heat. Hours may be extended or irregular and include nights, weekends and holidays. Must be able to meet the following requirements with reasonable accommodation:

- The employee is required to bend stoop, kneel, or crouch, climb, and must have the
- ability to reach overhead, above the shoulders
- The employee must regularly grasp, lift and/or move up to 50 pounds, and carry
- approximately 20 feet
- Ability to physically walk approximately one-fourth (¼) of a mile and the
- circumference of the unit several times a day
- Other lifting or physical requirements are essential functions of this job. (filling and lifting beer bins, coffee urns or pop cases)

If you believe you have the skills, experience and service excellence skills required to execute extraordinary events, please submit your resume and cover letter to: cathy.kvas@centerplate.com