

## **EVENT SERVICES PORTER JOB DESCRIPTION**

### **POSITION SUMMARY**

Reports to the Event Services Supervisor/Lead Porter and/or Assistant Manager, Event Services. The primary focus is set-up and takes-down of equipment in preparation of areas for events within the London Convention Centre. Create “Raving Fans” through effective communication, efficient delivery of EO requirements and LCC systems.

### **MAIN DUTIES – NATURE & SCOPE**

#### *EVENT PREPARATION AND SERVICE*

- Delivery and physical set-up/takedown of all furniture, equipment and fixtures as per EO and/or floor plan provided by Event Services Supervisor/Lead Porter
- Setup and service a variety of event styles
- Required to utilize a variety of equipment including
  - tables & chairs
  - stages and platforms with skirting
  - portable dance floors
  - vacuums and other light cleaning equipment
- Operate freight elevators, forklift and other transportation equipment as authorized
- Assist with the servicing of tradeshow
- Ensure knowledge of and adherence to all LCC systems
- Prepare and maintain water service for all meetings
- Adhere to LCC client material handling process
- Follow prescribed waste removal and recycling systems during trade shows and events
- Occupy and assist on dock area during Tradeshow Move In/Move Outs
- Work as an aisle attendant during meal functions

#### *MAINTENANCE / HEALTH & SAFETY*

- Able to lift and maneuver heavy items (max 40lbs)
- Practice safe and effective methods of work, use of equipment, cleaners and tools
- Function rooms, foyer and service areas: clean and organized

#### *TEAMWORK & COMMUNICATION*

- Work in a team approach – assisting in all required areas of Event Services
- Report equipment and/or building damages to supervisor immediately
- Maintain good communication with peers, supervisors and LCC guests/clients
- Communicate problem situations as required in the best interest of the client & the LCC
- Let pride show in your work with guests and your peers

Perform additional related duties as assigned.

NOTE:

- Job requires irregular hours, evenings, midnights and weekends
- Black Safety shoes required

**QUALIFICATIONS/SKILLS REQUIRED**

- This position requires the incumbent to be medically capable of performing the following functions (but not limited to): back, leg and body motions in order to lift, sweep, mop, climb ladders, operate power equipment, move furniture and supplies. Able to maneuver heavy items. Intense physical activity
- Customer service orientation; previous guest service experience an asset
- Provide and maintain an acceptable availability **(The LCC requires the following availability: Based on 14 potential shifts per week [2 per day - AM/PM] availability must be provided for 5 potential shifts. Acceptance of minimum 2 shifts [1 Sun-Thurs 1 Fri/Sat] per week required)**
- Able to read and follow written/oral instructions
- Able to work independently as well as in a team environment