



BANQUETS PORTER

Required Qualifications

Must have demonstrated customer service skills
 Previous experience as a banquet porter in a high volume environment is an asset
 Must have the ability to speak English clearly, distinctly and cordially
 Must have excellent oral communication skills
 Must have excellent organizational skills required
 Must have the ability to handle multiple tasks

Responsibilities

Communicate effectively with customers, co-workers, and supervisors
 Maximizes guest service by exhibiting strong knowledge of the hotel's facilities and services
 Handles difficult guest inquiries effectively
 Responsible for all services in function rooms such as water stations, coffee breaks, refreshing rooms and equipment requests.
 Assist in busing of tables after functions.
 Set up of all meeting rooms and banquet functions.
 Ensure proper handling transportation and storage of all banquet equipment.
 Handle all equipment in a safe and proper manner to prevent loss, damage, or injury.
 Clean and organize storage rooms daily.
 Maintain a high level of sanitation in the banquet areas.
 Ensure all guest equipment remains untouched and secure in meeting rooms when refreshing or resetting.
 Ensure any damaged equipment or areas are reported immediately to managers.
 Other duties as may be assigned.

Employment Details

Wage	Minimum Wage	Hours	Store Hours
Employment Terms	Part Time		
Major Intersection	Dixon Road & Carlingview Drive (Etobicoke)	Public Transit	Yes

Job Order details

Job Developer	Ashton Jila	Job Order #	150242	No. Of Positions	1
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If you are registered with The Learning Enrichment Foundation: Please call the Job Developer.
 If you are not registered: Apply for this position in person at **116 Industry Street** Toronto, M6M 4L8, **Monday to Friday, 9:00am - 3:30pm.**
 Your S.I.N. and an updated resume are required for registration.