



JOB TITLE: Conference Operations Porter

MANAGED BY: Venue Services Manager

HOURS: 25 hours per week annualised through

PAY: £9.50ph

PURPOSE OF THE POST

A physical role to ensure conference and events spaces are kept to the highest standards with rooms & break out spaces set up as requested by organisers and AV equipment put in place. Ensuring that the quality of the client's experience is first-class.

PRINCIPAL RESPONSIBILITIES:

1. Be responsible for the physical room set ups & cleanliness of the conference and meeting spaces to a specification requested by client.
2. Responsible for setting up AV equipment as required by the client.
3. Assist in general cleaning tasks throughout the Portsmouth Guildhall, including conference breakout spaces, meeting rooms and back of house areas.
4. Support "disaster recovery" such as cleaning up after floods and/or any other emergency cleaning as required. Being prepared to deal with hazardous spillage, using appropriate equipment.
5. Joint responsibility for building recycles & waste procedures
6. Attend weekly meeting to discuss future events
7. Assist with any preventative maintenance tasks within the meeting spaces
8. Health & Safety ambassador for the venue.

HOURS:

Shift work 25 Hours, which may include early mornings, evenings, bank holidays and weekends.

The Guildhall Trust
Portsmouth Guildhall

Guildhall Square
Portsmouth
Hampshire PO1 2AB

023 93870 200
enquiries@portsmouthguildhall.org.uk

www.portsmouthguildhall.org.uk

PERSON SPECIFICATION:

The acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- Without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates

Attributes	Essential	Desirable
Experience	Experience in a hotel or conference centre environment with room set ups. Use of cleaning equipment Basic DIY skills	
Aptitudes and skills	High level of Cleaning standards Hands on, physical role Excellent practical skills	
Personal attributes	Willing to work as part of a team. Able to move equipment within health and safety guidelines. Be able to work to a deadline. Be able to manage own work effectively. Good timekeeping Flexible approach to work hour Able to use own initiative	
Education/ qualification / knowledge	Good Literacy and numeracy skills Good communication skills Excellent awareness of health and safety legislation.	First aid at work

Cover note & CV to be sent to Rachel Maryan Rachel.maryan@portsmouthguildhall.org.uk

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