



## POSITION DESCRIPTION

### Our Mission

Exceptional individuals delivering exceptional experiences

### Core Values

Social Responsibility to the Community  
A Passion to Deliver Exceptional Guest Service  
Commitment of Flawless Attention to Detail  
Nurturing Continuous Self-improvement

### Our Vision

We will be the pre-eminent standard of modern luxury and hospitality.  
We will be a destination that every discerning traveler aspires to stay at and  
that every hospitality professional aspires to work for

**Department:** Food and Beverage

**Date Revised:** May 2007

**Position Title:** Porter

**Property:** Vintage Hotels

**Reports To:** Food & Beverage Manager/ Lead Porter

**Position Summary:** Ensures that all food and beverage related facilities are set up, disassembled and/or maintained as per the standard operating guidelines for conferences, meeting and special occasions etc.

### **Duties and Responsibilities:**

#### Primary Responsibilities:

- Responsible for setting up tables, chairs, linens and tableware in appropriate fashion for banquets, dinners, coffee breaks and special occasions.
- Ensures that facilities being used are clean and set up as per the supervisor's direction.
- Adds and removes coffee station supplies as required throughout conferences and/or meetings.
- Completes duty sheets, audio-visual sheets, billing information and other paperwork as required.
- Completes all other duties as assigned.

### **Health and Safety Responsibilities:**

- A worker shall,

- (a) work in compliance with the provisions of the Occupational Health & Safety Act and the regulations.
- (b) Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- (c) Report to his/her employer or supervisor the absences of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
- (d) Report to his/her employer or supervisor any contravention of the Occupational Health & Safety Act or the regulations or the existence of any hazard of which he/she knows.
- No worker shall,
  - (a) remove or make ineffective any protective device required by the regulations or by his/her employer without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
  - (b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself/herself or any other worker; or
  - (c) engage in any prank, contest, feat or strength, unnecessary running or rough and boisterous conduct.
- Comply with all Vintage Inns health & safety policies.
- Do not operate any equipment/machinery without given proper instruction and authority to do so.
- Horseplay and running will not be tolerated at any time.
- All personal protective equipment will be properly worn.
- All personal protective equipment will be worn in the appropriate departments.
- Do not climb any of the racking systems.
- Do not ride on the automatic or manual conveyor systems.
- All long hair must be tied up in order to prevent entanglement in machinery.
- Do not put any foreign objects (body or innate) into the machines.
- Do not remove any machine guards.
- All safety signs must be adhered to.
- Smoking is not permitted on Company property.
- Always ensure that workplace accident/injuries are reported immediately to a Manager/Supervisor.
- Failure to comply will result in the application of the Human Resources Standard & Procedure "#C.15 Progressive Corrective Action".

**Professional Requirements:**

- Grade 10 Education and 6 months experience in a similar position.

**Personal Attributes:**

- Excellent communication skills.
- Good physical shape required for lifting and carrying furniture and trays.

**Physical Requirements:**

- Heavy lifting (up to 75lbs.)
- Standing for extended period of time.