

Banquet Porter

UF4124

Job Overview:

The Banquet Porter supports banquet and catered event operations by assisting with the setup, breakdown, and movement of furniture, equipment, and supplies required for events. This role ensures banquet spaces are properly prepared, maintained, and restored according to event specifications and timelines. Banquet Porters work closely with banquet supervisors, captains, and service teams to support efficient event execution.

This position typically works within an event venue environment and may also support off-site catered functions. Responsibilities may vary based on event size, service style, and business needs.

General Responsibilities:

- Assist with the setup of banquet rooms and event spaces according to Banquet Event Orders (BEOs), including tables, chairs, staging, and service stations.
- Support breakdown and reset of banquet spaces following events.
- Transport, arrange, and store banquet equipment, furniture, china, glassware, linens, and supplies.
- Ensure banquet rooms and service areas are clean, organized, and presentation-ready.
- Assist banquet service staff as needed during events, including replenishing supplies or clearing items.
- Maintain cleanliness of back-of-house areas, storage rooms, and equipment.
- Follow proper lifting techniques and safety procedures when moving equipment and furniture.
- Communicate with banquet supervisors or captains regarding setup needs, timing, or issues.
- Monitor event spaces for safety concerns and report hazards promptly.
- Attend pre-event briefings and follow instructions from banquet leadership.
- Comply with all Sodexo safety, sanitation, and operational policies and procedures.
- Report accidents, injuries, or unsafe conditions promptly.
- Perform additional duties and responsibilities as assigned.

Job Qualifications

Experience/Knowledge:

- High School diploma, GED, or equivalent experience preferred.

- Prior experience in banquet setup, facilities, event support, or hospitality preferred.

Skills/Aptitude:

- Ability to follow written and verbal instructions accurately.
- Strong teamwork skills and willingness to support event operations.
- Ability to work efficiently in a fast-paced, event-driven environment.
- Strong attention to detail in room setup and presentation.
- Ability to communicate effectively with supervisors and coworkers.
- Ability to work independently when assigned tasks.

License/Qualifications

Certifications

- May require a valid TIPS (Training for Intervention Procedures), TEAM (Techniques for Effective Alcohol Management), or equivalent alcohol-service certification, and must comply with all state-specific alcohol training requirements.
- A Food Handler certification may also be required based on state or local regulations.

General Qualifications:

- Willingness to learn and adapt to event-based work environments.
- Maturity of judgment and behavior.
- Maintains high standards for cleanliness, organization, and appearance.
- Reliable attendance and punctuality in accordance with Sodexo time and attendance policies and event schedules.
- Ability to work a flexible schedule, including nights, weekends, holidays, and extended event hours.
- Must comply with all dress code and safety requirements.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus, with or without corrective lenses.
- Ability to walk or stand for extended periods of time, throughout the entire duration of a shift, which may often exceed 8 hours.
- Frequent lifting, carrying, pushing, and pulling of equipment and furniture.
- Ability to frequently lift and move up to 35 pounds and occasionally lift and move up to 50 pounds.
- Ability to reach, bend, stoop, and perform repetitive motions.

Working Conditions (may add additional conditions specific to defined work location):

- Works primarily in banquet rooms, meeting spaces, and storage areas.
- Exposure to moderate noise levels and fast-paced setup and breakdown periods.
- May work indoors or outdoors depending on event location.
- May be exposed to varying temperatures during setup and breakdown activities.

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee _____ **Date** _____
Manager _____ **Date** _____