House Porter
Job Description

St Catharine’s College

St Catharine’s College, founded in 1473, is situated in the middle of Cambridge. The College is a centre of academic excellence, flourishing also in sport, music and the arts. St Catharine’s is led by the Master, Professor Sir Mark Welland, and has some 70 Fellows, 430 undergraduate and 200 graduate students.

The Role of the House Porter

The House Porters will act as part of a room’s management team for College events, banquets and functions booked by Fellows, clients, College staff and students. The House Porters will provide support with all aspects of room management, to include the setting up of rooms including furniture, catering, AV equipment etc.

Job Description

Job Title: House Porter
Department: Catering and Conference.
Reports to: Operations Manager, Catering Manager, Conference Manager
Liaison with: Catering Manager, Conference Team, Department managers and staff, Internal clients including the Master, Fellows, Students and the Alumni and Development Office, all Domestic & Maintenance Department Staff

Overall Objective

The post holder is responsible for providing a full and comprehensive room management service to the Catering & Conference departments.

Main Responsibilities

Catering and Conference activity

- To provide a professional, courteous and efficient room set up service for the College Catering and Conference office.
- To check calendar on a daily basis for any updates to set ups or room requirements
- To deliver portable AV equipment to the relevant rooms, set it up and check it is in working order
- To assist with delivery and setting up of conference materials i.e. poster boards, signage boards
- To check all communal meeting room areas in the morning to ensure they are presentable and the equipment is in working order.
- To create and maintain furniture storage areas including stock management of conference stationary and equipment
- To make sure meeting rooms, for seminars and conferences are set up as required
- To clean rooms and equipment throughout the day/ evening as directed by the Conference Office
- To assist the front of house team as and when needed.
- To assist the kitchen as and when needed.
- To ensure that hall area is cleaned and maintained on a daily, weekly and monthly basis. This involves the polishing and sweeping of the Hall floor as well as all other general cleaning within the hall area.
General Responsibilities

- To be discreet, professional and helpful whilst performing all duties.
- To comply with college health and safety requirements.
- To be prepared to go on any relevant training courses.
- To undertake such other duties as from time to time may be reasonably expected.

Person specification

Qualifications, Knowledge and Experience:

- In addition, the post holder will need to have the ability to undertake in-house training on other departmental software packages.
- Good command of spoken English.

Skills, Abilities and Competencies:

These will include the following:

- Good proven organisational skills.
- Good communication skills
- Attention to detail.
- Self-motivated and able to use own judgement and initiative.
- Ability to prioritise workload in order to meet deadlines.
- Ability to maintain effective working relationships with staff and other College departments.
- Ability to communicate effectively with a wide range of people including Staff, College Officers, Fellows and Visitors.