

Job Description

JOB TITLE: Houseman

JOB PURPOSE: Venue set up and assisting customer with their luggage

Job accountabilities:

- Refreshing of conference venues during breaks
 - Perform porter duties by assisting customers with luggage and equipment
 - Assist the car park attendant to direct traffic.
 - Provide customer service by welcoming and directing customers/ guests to the venue.
- Assisting with venue set ups and buffet set ups
- To assist with doorman duties by directing customers to their respective venues
 - Cleaning up and packing the equipment away to it's designated areas after the event