

JOB DESCRIPTION

JOB TITLE: Porter

LOCATION: Austrilian High Commission - Aldwych London

REPORTING TO: Events Team

SALARY: 35 hours per week @ £10.85

TIMES/DAYS: 8am to 4pm Monday to Friday

OUR VALUES AND BEHAVIOURS

Respect - This means respecting each other, great communication, valuing contributions, respecting differences and supporting one another.

Collaboration - This is all about teamwork and remembering that we are all working towards the same goal. It's also about how we work with our clients and their other suppliers. We are one team!

Integrity - This is about being honest, reliable and trustworthy and always delivering on promises.

Innovation - This is about striving to always improve, working smarter, coming up with new ideas and having the confidence to share them. At the same time it's about embracing change.

Excellence - This is all about striving to be the very best brand ambassador, exceeding expectations to build value and give us and our clients a real competitive advantage.

Trust - This is all about being consistent, organised and reliable. It's also about doing what you say you are going to do and not promising what you can't deliver.

The Site

A high profile, high security, embassy sitle office envniorment.

This extraordinary building has been the location of the Australian High Commission for over one hundred years. It is the oldest continually-occupied diplomatic building in London and it was the first major public building of the new Commonwealth of Australia.

The Person

The candidate must be physically fit, and be prepared to undergo DBS as well as other security checks. The person would prefably worked in an event or facilities type industry

Main Duties & Responsibilities:

Daily Tasks

- Conducting a daily walk around the entire building to identify items of furniture that are blocking walkways and fire evacuation routes.
- Conducting a daily check of all the bottled water coolers and replacing water bottles when required and advising DFAT Facilities when water bottles need to be ordered.
- Daily check of all the hand sanitiser dispensers, topping them up with sanitiser when required, reporting the location any loose/fallen units to DFAT Facilities and reporting low stock.
- Conducting a daily check of the plants on the roof and manually water any plants that look dry and thirsty.
- Conducting a daily check of all the DFAT dishwashers and glasswashers, running them, emptying them and replacing the salt as required.
- Conducting a daily check of all the DFAT kitchens and kitchenettes, restocking kitchen supplies as required.
- Assisting with moving furniture and items within Australia House when required.
- Accept deliveries and transport to specific area with AHC
- Small maintenance duties i.e fixing locks, maintaining signage, broken furniture etc.,
- Escorting duties i.e. contractors
- Assistance with office moves
- Ordering stock and replenishment
- Flag checks, Action faults,
- Any other daily duties that may be required at the request of the Facilities team

Ongoing Tasks

- Keep furniture and event stores tidy and orderly at all times.
- Keep porter's storeroom tidy and orderly at all times, advising DFAT Facilities when items need to be reordered such as black sacks, sponges, kitchen detergent and salt.

Event Portering Duties

Before the Event

- Review Set Up requirements in accordance with the Room Set up Form provided by Event Coordinator.
- Check the table and chairs stock on the event level to ensure there are enough to meet the setup requirements.
- If there are not enough table and chairs, move from other levels via stairs or goods lift.
- Prepare event Space and Layout furniture as instructed.
- Meet the Caterers at Melbourne Place and escort through Goods Lift.
- Collect deliveries for crockery & cutlery supplies, drinks and small catering.
- Ensure dishwashers have enough salt and are in working order.
- Organize Coffee and Tea urns if requested.
- Collecting Wine from storerooms and transport to fridge space in kitchen if requested.

After the Event

- Clear furniture or reset room as required.
- Return crockery and cutlery stock to courier.
- Check kitchen is clean, and dishwasher is salted.

Essential

- Experience as working as a porter in a events/facilities environment.

Desirable

- DBS checked
- Works as a facilities coordinator

HEALTH & SAFETY RESPONSIBILITIES

- Follow Group and company policies and procedures at all times;
- Report any apparent deficiencies in systems of work or equipment provided that may result in failure of service delivery or risk to health and safety or the environment;
- Use all work equipment and personal PPE properly and in accordance with training received;
- Report any issues or training needs to your Line manager and /or via your divisional incident reporting system;

NOTE

This job description is intended to give the post holder an appreciation of the role envisaged for this position and the range of duties undertaken. Specific tasks and objectives will be agreed with the post holder throughout the period of employment. The job description may be varied from time to time by the Company to reflect changes in the post holder's role and/or the needs of the business.

Please note that ABM are an equal opportunities employer, we do not discriminate and welcome all responses.