



# Westport Hotel Group

## **Function Set Up – General Operative Job Description**

**Main Purpose of Job** To set up all function rooms and meeting rooms, to stock all bars with bottle products (excluding spirits). To provide general cleaning to all bars and function areas. To provide cleaning to all car parks and exterior as requested. To provide general duties on request by management.

### **Responsibilities & Main Duties**

- To set up all and clear down all weddings and dinner functions in the Dome and Ashleigh Suite as directed.
- To set up and clear down all meeting rooms as directed.
- To Replenish all Bar stock (excluding spirits) on a daily basis and to complete requisitions as provided by the stores manager
- To ensure that they present themselves for work in a clean and presentable manor and that the uniform provided is worn including name badge.
- To provide porter service to incoming/out going tours as directed
- To ensure that all reasonable care is taken to ensure their own personal safety and that of others including guests and others on the premises
- To carry out the duties of yard maintenance operative when directed
- To attend all training deemed necessary by the general management.
- To assist departments when necessary or requested in their day to day duties in order to provide proper service at all times.
- To clean all bar coolers and cold cabinets as required.