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| Job title | Porter | Date May 2024 |
| Reports to (title) | | |
| Contract/Department | | Revision xxx |
| Location | | |

Job purpose

Describe the overall purpose of the job in two or three sentences.

Working as part of a customer focused multi-disciplined team providing Front of House services.

The role will provide portage duties, which include setting up of meeting and conference facilities, assisting in office moves, mail room/document management service and upkeep of general building fabric.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- To always project a professional and positive image to both internal and external customers.
- To set up conference, meeting room and training facilities in a timely fashion.
- Manage movement of equipment/deliveries across site
- Maintenance of buildings finishes, fixtures, and fittings.
- Carry out minor works such as removal and refitting of notice boards and pictures.
- Responsible for the care and proper use of building maintenance equipment and tools.
- To undertake all duties in a safe, tidy and responsible manner in accordance with health and safety requirements.
- Carry out other duties as may be reasonably requested from time to time by site management or the customer.
- Manage your own workload effectively and efficiently.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

none

Job Description

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Experience of working face to face with customers is essential.
 - Experience of working in a mail room beneficial.
 - Experience in general handy person tasks beneficial.
 - General awareness of health and safety regulations is beneficial.
 - Must be able to work under their own initiative and keen to develop both their personal skills and the role.
 - Excellent people skills, including good listening skills and behavioral awareness enabling ability to building effective working relationships.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Security vetted as required

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| Line Manager Signature | |
| Print Name | |
| Date | |

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| Job Holder Signature | |
| Print Name | |

Job Description

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| Date | |
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|-------------------------|--|-------------------------------|--|-----------------------------|--|
| <i>FOR HR USE ONLY:</i> | | | | | |
| <i>Job Grade</i> | | <i>EMCOR Competency Level</i> | | <i>Training Profile UTC</i> | |