

Venue and Conference Assistant

Key Duties

Venue / Conference

1. Daily set up of meeting rooms and event spaces.
2. Day to day serving of food & beverage service at busy event venue for internal and external clients
3. Set up of AV equipment (laptops, mobile projectors, microphones etc)
4. Ensure the cleaning schedule has been followed and documented in line with current practices.
5. To follow any reasonable request issued by the management team.
6. Keyholder to occasionally open and close building early late and weekends

Compliance with Regulations

1. Follow current food hygiene practices in accordance with FSBB regulations
2. Monitoring costs and stock levels
3. To accept hot and cold food deliveries and carry out random temp checks, follow the guidelines issued concerning the safe storage of cooked high-risk foods (food safety Manual).
4. To act responsibly with data held by CIEH that you may have access to as part of your role, adhering to the provided guidelines and policies and reporting any concerns or possible breaches of data to CIEH's Data Compliance Officer.

Person Specification

Essential

- Experience of conferences events or catering establishments
- Good verbal and written communication skills
- Ability to use own initiative, prioritise work and troubleshoot problems on behalf of clients
- Be available for flexible working hours as we can be open seven days a week from 6am to 1am

Desirable

- Experience of working in a 5 star events and conference venue
- Qualification in health and safety, Manual Handling, Fire Warden certificate, First Aider
- Qualification in food safety, Food Handlers Certificate level 1.

CIEH is an equal opportunities employer