

Job Description

Job title	Porter	Date: May 2024
Reports to (title)	Operations Manager	
Contract/Department	Soft Services	Revision
Location	Haleon Weybridge	

Job purpose

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

Working as part of a customer focused multi-disciplined team in a busy office and laboratory setting.

The role will provide portering duties, which include replenishing tea points, stock control, manual handling tasks, setting up of meeting and conference facilities, hospitality, carpet cleaning, assisting in office moves, mail room service and general tasks as required to keep the operation functioning.

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 on site
- To be proactive and a self-starter
- Work to flexible hours to meet the needs of the business
- To manage stock and replenish tea points/coffee/milk supplies
- Take responsibility of owned areas and react accordingly to requirements
- To assist with hospitality services when required
- 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.

N/A

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Person specification

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

- To be physically fit as the role will require constant walking around site and able to lift and move 15kg stock boxes

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.

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	