

**Job Description**  
**Tent Porter / Labourer**

**Position:** Seasonal - Tentative Start Date: May 3, 2021

**Hours:** Part-time (15 - 30 hours per week)

**Description:**

The Tent Porters are responsible for the setup and break down of all weddings that take place at Hilltop Wedding Center. This includes the set-up of tables, chairs and other furniture pieces both in our indoor or outdoor facilities. The Porters ensure all facilities are well-maintained, cleaned and report any repairs that are required prior to or after an event.

**Responsibilities:**

- Set up all event spaces both indoor and outdoor to the specifications of the renters. This includes considerable physical activity in transporting sometimes awkward and heavy materials weighing up to 50 lbs. such as tables, chairs, etc.
- Break down, clean and service the event spaces where events have concluded.
- Maintains established cleaning schedule of event spaces so areas stay presentable at all times
- Safely drives golf carts and vehicles available for transporting event materials
- Provide clear verbal or written communication of any damage or maintenance concerns.
- Maintain a clean and organized storage area.
- Ability to assist hostess and maintenance staff, as needed.

**Qualifications**

- Must be 16 years of age with a valid driver's license.
- Must be able to lift up to 50lbs.
- Willingness to maintain a neat, clean and well-groomed appearance.
- Must be available to work weekends.
- Must be able to work in a team environment.

**Working Hours**

- Shifts vary throughout the week and may start as early as 6:00am.
- Shifts typically last 3 - 5 hours depending on the requirements of that day.
- Number of hours and days will vary week to week with the majority as weekend work.

**Wage:** \$22.50 / hour

*Only select candidates will be contacted for an interview.*

To Apply  
Submit your resume to  
[info@hilltopweddingcenter.com](mailto:info@hilltopweddingcenter.com)