*Port Vale Football Club*

*Requires: Front of House Assistant*

Full time Position, must be a flexible, mature, outgoing and friendly individual, with a passion for ensuring all Match Day, conferences, wedding and Christmas are totally catered for to a high standard.

**Responsibilities:**

Deliver the professional greeting of match day guests, clients, visitors and all conferences, weddings, meetings etc. within Port Vale Conference Centre to a high standard.

Day to day caretaking of conferences including, serving of refreshments, lunches etc. Setting up of conference rooms and ensuring each conference runs smoothly and efficiently.

Implement staff training and ensure all waitresses are confident within their individual role,

Ensuring functions, match days, weddings and Christmas parties are set up and ready.

Must be confident in all aspects of front of house procedures.

Experience within front of house is beneficial but not essential.

Working hours are 35 hours per week, however flexibility will be expected with regard to hours of work to suit the needs of the business/Team.

If you would like to apply for this position please contact

Mrs Sharon Warrender: 01782 655823

Or email your CV to: [sharon.warrender@port-vale.co.uk](mailto:sharon.warrender@port-vale.co.uk)

Application closing date: 20th November 2018. With start date of 25th November 2018 Terms of employment, salary etc. discussed at interview