



## **Conference & Events Assistant** Wakefield

Cedar Court Hotel Wakefield are looking to recruit a Conference & Events Assistant to join our existing Team.

Your main duties will consist of:

- To take responsibility for C&E and related areas whilst on duty, carrying out tasks as required
- To clear used dishes, cups and equipment from coffee stations, conference rooms and service areas promptly
- To attend to guest requests
- To manage any changes to room layout and equipment requests in timely manner
- Ensure all meeting rooms are set and serviced to standard at all times
- Cleaning duties to include operational areas of C&E, conference rooms and preparation areas
- Check cupboards and stock rooms on a daily basis are to standard
- To assist in cleaning, polishing, storage and distribution of C&E equipment
- To assist in preparation and maintenance of C&E for service, including re-configuration of the conference rooms, coffee stations
- Assist other members of the team in the execution of their duties when it is apparent they need support
- To be fully flexible in working in other areas as needed by the business

At all times you will ensure all of our guests receive efficient, professional and friendly service.

In return we offer meals on duty and discounted hotel stays following successful probation period.

This is a part time contract, working around 25-30 hours, predominately mornings, working 5 days over 7.

Applications to be emailed to [allisonp@cedarcourtbradford.co.uk](mailto:allisonp@cedarcourtbradford.co.uk)