

Conference Team Member

| | | | |
|-----------------|---------------------|----------------------|--------------------|
| Brand | Holiday Inn | Salary Range | £NMW |
| Contract | Full time permanent | Work location | Preston, UK |
| Supports | Conference Manager | Reports to | Conference Manager |

What you'll be doing!

As Conference Team Member, you will have hands on involvement within all aspects of conferencing within our hotel. Main areas would be setting up meeting room to brand standards, meeting and greeting conference clients and ensuring timely delivery of all services requested. This is a physical job that involves getting around the entire hotel to deliver coffee's, buffets and banquets for our guests.

This is a role where you will be the face of the operation and will be the point of contact for guests and staff alike, a job for a person who loves being around people.

Who You'll Be working for!

Holiday Inn® Preston hotel stands in the heart of the city centre, a short drive from the M6 motorway.

Preston bus station is next door, while Preston train station, a 15-minute walk away, offers direct links to Manchester Airport (MAN). Within a 12-minute drive of the M6, M55, M61 and M65 motorways, the hotel offers limited free parking (first-come, first-served).

Bright guest rooms feature comfortable beds and a choice of pillows to ensure a good night's rest. You can savour a full English breakfast in Nineteen75 restaurant and dine on classic British dishes with a modern twist. Ringway Bar is a relaxed spot for a light lunch or wings and a beer. You can also host events in the hotel's 7 meeting rooms for up to 60 delegates.

Our Values

At Centre Island you'll be joining a growing family of 10 hotels with over 800 employees. At Centre Island whether you're working at our branded IHG hotels or our independent boutique we deliver the brand with Centre Island Values. All our employees are engaged, enthusiastic who have Centre Island personality.

We believe our values are an integral part of our business and our teams strive to always:

- Act with **INTEGRITY** and **CARE**
- **ENGAGED** with customers and colleagues alike
- Have **PASSION** and take **OWNERSHIP** in everything they do
- Strive to be **CREATIVE** to continuously improve

What we offer you!

- 28 Days Holiday rising the 33 days after your 5th year of Service
- Free Meals on duty...
- Free Gym Membership
- Free onsite parking
- Worldwide hotel discount...

Job Profile

Main Duties and Responsibilities:

1. Providing exceptional customer service experience
2. Setting up conference rooms to clients specifications and to brand standards
3. Cleanliness of all meeting rooms and equipment
4. Delivery of all food and beverage within the conference rooms
5. Be supportive and approachable
6. Assist other team members where appropriate
7. Support other departments to create cohesion between all areas
8. Upholding food hygiene standards within food service areas
9. Effective communication with day time operational team and support team.

Additional duties & responsibilities may be required in this role.