



BUSINESS PROPOSAL

Prepared For :
The Client

Company Reg: 14454931



ABOUT US

Porters4You Ltd. is an East London based company that believes collective performance rests on the involvement, participation, consistency, empowerment and motivation of all its employees. And for P4U it was fundamental to develop important partnership with local APSC Business Alliance and APSC Community Organisation aiming at recruiting and training porters and drivers to become more committed, better trained, better equipped to provides and improves ultimate customer services.

P4U in partnership with APSC Business Alliance and APSC Org. offers cost effective services where you can choose the services best suites your event or you can give us call on: **07916540818** or email us on **porters4you.ltd@gmail.com** and our team will guide you with proper cost effective solutions.



RATE CARD - 2022 TO 2023

Services	Cost P/H minimum 3 Hours
Porters/Drivers	£19.50
Porters Spervisor	£22.50
Event Porters	£18.50
Kitchen Porters	£18.50

P4U TERMS & CONDITIONS

Standard Terms & Conditions of Business Between:

The Client and Porters 4 You Limited (Studio 405, 15 Linton Rd. IG11 8HE, London). Company Registration Number:
14454931

The Employment Business provides its services as an employment business, as defined by the Conduct of Employment Agencies and Businesses Regulations 2003.

1. Definitions and Interpretation

1.1. The following definitions and rules of interpretation apply in this agreement.

Contract - Means these Terms and the details attached to these Terms	engagement either directly or through a company of which the Temporary Worker is an employee or officer
Temporary Worker - Means work-seeker who is introduced to the Client by the Employment Business	Normal Office Hours - Means 09:00 – 17:30 Monday – Friday excluding National Public Holidays
Assignment - Means a project or period of work for which a Temporary Worker is supplied to a Client	Fees - Means the sums payable by the Client in consideration of the Services in accordance with Clause 3
AWR - Means the Agency Workers Regulations 2010	Rate Card - Means the rates of charge and job description as described in a rate card or otherwise agreed and attached to this contract.
Booking Form - Means the form sent from the Client to the Employment Business that contains all required information to book the Services. This form has been sent as a template to all clients.	Minimum Booking - Means the minimum hours worked by the Temporary Worker for the Client as detailed in the Contract but being no less than 4 hours work per member of staff
Customer - Means a business which engages the Client as a third party to the Employment Business and the services provided	Services - Means the services to be provided by the Employment Business to the Client as set out in Clause 2 and specified in the Rate Card
Employment Business or P4U Ltd. - Means a business which engages work-seekers under a contract of employment or a contract for services and supplies such work-seekers to client businesses for temporary assignments during which time the work-seeker shall be under the client's control	Terms - Means these terms and conditions which shall be agreed between the Parties
Engaged/Engagement - Means the direct employment or engagement by a Client of a Temporary Worker on either a temporary or permanent basis. This includes engagement through another employment business or via a third party and includes (but is not limited to) a contract of service, contract for service, agency, franchise or other	Timesheet - Means a timesheet supplied by the Employment Business for completion by the Client confirming actual hours worked by the Temporary Worker

“Transfer Fee” -

Means the fee payable in the event of an Engagement or Third Party Engagement under Clauses 9 or 11 of these Terms and Conditions in accordance with these Terms and Conditions and the Conduct of Employment Agencies and Employment Businesses Regulations 2003.

Confirmation Form -

Means the form sent from the Employment Business to the Client confirming the location, timings and cost of Services as requested in the Booking Form or in writing by the Client.

1.2 This Contract constitutes the entire agreement between the parties and supersedes any previous arrangements and agreements relating to the same subject matter. The Contract prevails over the Client standard conditions, any conditions customary in the trade and any conditions, which may have previously applied between the parties.

1.3 Unless the context otherwise requires, each reference in these Terms and Conditions to:

1.3.1 “writing”, and any cognate expression, includes a reference to any communication effected by electronic or facsimile transmission or similar means;

1.3.2 a statute or a provision of a statute is a reference to that statute or provision as amended or re-enacted at the relevant time;

1.3.3 “these Terms and Conditions” is a reference to these Terms and Conditions and each of the Schedules as amended or supplemented at the relevant time;

1.3.4 a Schedule is a schedule to these Terms and Conditions; and

1.3.5. a Clause or paragraph is a reference to a Clause of these Terms and Conditions (other than the Schedules) or a paragraph of the relevant Schedule; and

1.3.6 a "Party" or the "Parties" refer to the parties to these Terms and Conditions.

1.4 The headings used in these Terms and Conditions are for convenience only and shall have no effect upon the interpretation of these Terms and Conditions.

1.5 Words imparting the singular number shall include the plural and vice versa.

1.6 References to any gender shall include the other gender.

2. The Services

2.1 The Employment Business shall provide the Services to the Client as specified in the Rate Card and in accordance with this Clause 2.

2.2 Variations to the Services shall only take effect when agreed in writing between the Parties.

2.3 The Services shall commence on the date agreed between the Parties, set out in Confirmation Forms and shall be reviewed annually until terminated:

2.3.1 by either Party upon providing 7 days prior written notice to the other; or

2.3.2 in accordance with Clause 15.

3. Fees and Payment

3.1 The Client shall pay the Fees as set out in the Rate Card in accordance with this Clause 3.

3.2 If paying by Credit Card this incurs a 2.5% surcharge, Debit Cards carry no fee for their use. We do not currently accept AMEX Cards.

3.3 If paying by BACS/CHAPS, please reference your payment with the invoice number.

3.4 The Client will pay the Employment Business for any additional services provided by the Employment Business that are not specified in the Booking Form or elsewhere in these Terms and Conditions in accordance with the Employment Business's relevant rates or price lists at the time of the performance or such other price as may be agreed between the Parties. Any charge for additional services will be supplemental to Fees or other expenses.

3.5 In the event that the Temporary Worker incurs any reasonable expenses including, but not limited to, travel; the Client shall cover such expenses and shall be invoiced for the same.

3.6 The Client shall pay the Fees and other costs and expenses under sub- Clauses 3.3 and 3.4 within 21 days receiving an Invoice. Exceptions may be considered and granted by written agreement only. Invoices will be submitted at least once after each job.

3.7 P4U Ltd., reserves the right to request a deposit payment of up to 100% of the anticipated fees prior to the provision of services.

3.8 The Employment Business shall provide 14 days written notice of any changes to the Fees to the Client. If the Client does not accept such changes, it shall have the right to terminate in accordance with Clause 12.

3.9 Notwithstanding the provisions of clause 3.8 and 3.17, the Employment Business shall not be required to provide written notice of any changes to the Fees arising as a result of compliance with the AWR.

3.10 The Employment business shall charge a 3 hours minimum call out fee. The total fee is based on the number of Temporary Workers employed at the assignment and the number of hours worked (invoiced by ¼ hour) by each Temporary Worker at their current hourly rates as set out in the Service Rate Fees plus out of pocket expenses.

3.11 The Client further agrees to pay all reasonable travel expenses after 23.30 pm and before 07:00am (08.00 am Sundays and bank holidays) or to any venue outside Zone 6 of the London Underground Tube system. If the Client is providing taxis directly, P4U Ltd., will provide the staff member's postcodes together with the time sheets.

5.6 The Client shall provide to the Employment Business details of the training, qualifications and other authorizations required by law, the Client and any professional body for the vacancies.

5.7 The Client must inform the Employment Business of any health and safety risks or requirements of the vacancies the Client wishes to fill, as well as the action taken by the Client to minimize and control such risks.

5.8 In the event that any relevant information changes following the submission of that information to the Employment Business, the Client shall inform the Employment Business immediately, supplying appropriately updated information.

5.9 The Client shall pay all sums due under these Terms and Conditions.

5.10 The Client shall provide adequate levels of supervision to the Temporary Worker in order to enable the Temporary Worker to perform to the Client's satisfaction and to ensure suitable standards of workmanship. P4U Ltd., shall bear no liability whatsoever for any errors, omissions caused by any Temporary Worker as a result of a lack of control, instruction, or suitable supervision of any Temporary Worker by the Client. The Client shall be responsible for all Temporary Workers from the moment they arrive at the Assignment (or designated meeting point if the Client is organizing transport), for the duration of the Assignment and until such time as they are dismissed after the end of the Assignment.

5.11 The Client undertakes to supervise the Temporary Worker sufficiently to ensure the Client's satisfaction with the Temporary Worker's standard of work. If the Client reasonably considers that the services of the Temporary Worker are unsatisfactory, the Client may terminate the Assignment either by instructing the Temporary Worker to leave the Assignment immediately or by directing P4U Ltd., to remove the Temporary Worker. The Client is obliged to pay the Employment Business fees for such time the Temporary Worker has worked prior to their Assignment being terminated. P4U Ltd., may, in its absolute discretion (acting reasonably), in such circumstances, reduce or cancel the charges for the time worked by the Temporary Worker, provided that the Client has notified the Employment Business immediately that they have asked the Temporary Worker to leave the Assignment.

5.12 The Client shall, to the extent required, comply with all relevant legislation and regulations including, but not limited to, the Health and Safety At Work Act; the Working Time Regulations (a minimum of 20 minutes when working for more than 5 hours and not at the beginning or end of the shift); the Equality Act 2010 and the Agency Workers Regulations 2010.

5.13 The Client shall effect and maintain Employers' Liability Insurance with a limit of £10 million for any one incident and Public Liability insurance with a limit of £5 million for any one incident covering the Client's legal liability for bodily injury and direct property damage.

5.14 In addition to the legislation and regulations detailed in sub-Clause 5.12, the Client shall comply with any and all relevant industry codes of practice.

5.15 The Client undertakes to P4U Ltd., that the Customer's authorized persons (including officers, members, employees, consultants and agents), will at all times comply fully with the Equality Act 2010 (the EA Warranty). Furthermore, the Customer will indemnify and keep indemnified on demand and hold harmless P4U Ltd., and each of its authorized persons from and against all losses (damages, liabilities, demands, costs, expenses, claims, actions and proceedings including all fines, penalties, interest and reasonable professional fees) suffered or incurred by them whether jointly or severally arising out of or in connection with:

5.15.1 any act or omission by the Customer or any of its authorized persons that is in breach of this Agreement; and/or

5.15.1 any breach 5.15 of the EA warranty set out in this clause

5.16 When confirming the booking by written reply, the Client confirms they have read, understood and agreed to P4U Ltd., Terms and Conditions in full.

5.17 Should any damages occur to the Client's vehicles/equipment where the Temporary Worker is proven to have caused through their own negligence, the Employment Business must be notified within 12 hours of the incident or before the vehicle/equipment is used again.

6. Timesheets

6.1 The Employment Business shall require Timesheets to be completed by the Client and returned to them, in order to verify the number of hours worked by the Temporary Worker on an Assignment.

6.2 The Client shall sign each completed Timesheet and return it to the Employment Business within 12 hours of its completion. For timesheets not returned within this period, an invoice will be produced based upon the booked hours or hours worked as confirmed by the Temporary Worker.

6.3 The Client shall refer any and all disputes relating to the hours worked by the Temporary Worker or any other matters relating to the Timesheet to the Employment Business.

6.4 No failure by the Temporary Worker to complete Timesheets or by the Client to sign the same shall absolve the Client of the requirement to pay the Fees and other sums required by these Terms and Conditions.

7. Engagement of Assigned Temporary Workers and Transfer Fees

7.1 If the Client wishes to take the Temporary Worker on an Extended Assignment, it shall be required to provide at least 6 months written notice ahead of the Engagement. Failure to provide such notice shall result in the Client being required to pay a Transfer Fee.

7.2 In the event that the Parties do not agree upon the length of an Extended Assignment or the sum of a Transfer Fee the following shall apply:

“T3.12 If an employee is travelling from a client meeting point to and from a work site or venue, i.e. meeting a minibus or coach to travel with other staff to an event, P4U Ltd., will only charge for one way travel if under 3 hours. If however the travelling time is over 3 hours, P4U Ltd., will charge for both ways.

3.13 The Client further agrees to pay for travel time for Assignments beyond Zone 4 of the London Underground Tube System at half rate for passengers and full rate for drivers. The Client further agrees to pay Travel expenses at the rate of £0.65 per mile for cars. Hired cars, coaches and minibuses including car club vehicles (e.g. Zipcar) are also available by quotation by request.

3.14 P4U Ltd., recommends that the Client submits completed timesheets for the work carried out by each Temporary Worker within two days of the end of the Assignment (or as otherwise agreed with P4U Ltd.,). In the absence of any such timesheets, P4U Ltd., will calculate the total Fee on the time estimates submitted to them by each Temporary Worker.

3.15 The Client must raise any queries relating to the invoice in writing within 7 days of the date of the invoice.

3.16 Notwithstanding the statutory rights of P4U Ltd., under the Late Payment of Commercial Debts (interest) Act 1998 and any subsequent related regulations,

P4U Ltd.. reserves the right to charge interest if the Client does not pay the full Fee within the time specified. Interest will be charged on a daily basis (before and after judgement) until payment at 3% over the base rate of ANNA Bank from time to time.

3.17 Christmas Day and New Year's Day will be charged to the client at double rate (2 x hourly rate).

4. The Employment Business's Obligations

4.1 The Employment Business shall use its best and reasonable endeavours to find suitable Temporary Workers to fill such vacancies as are notified to the Employment Business by the Client.

4.2 The Employment Business shall verify the identity of Temporary Workers prior to introducing them to the Client.

4.3 P4U Ltd., undertakes to provides the Client with the highest standards of service possible both in its dealings with the Client and in the Services provided by each Temporary Worker at the Assignment.

4.4 P4U Ltd., warrants that each Temporary Worker has been individually interviewed, has the skills and abilities relevant to the delivery of the Services for which they have been commissioned and has been chosen for the Assignment on the basis of their presentation, ability and experience. This includes our Authorisation to Work Procedure (which includes verifying identity, eligibility to work in the UK, receipt & verification of references), signed our Personal Health Questionnaire, are aged 18 or over, have agreed to comply with our Terms of Employment, our Ethical Practices, Equal Opportunities and Confidentiality Agreement and have passed our Health & Safety, Company Procedures & Manual Handling training. In addition, we require all staff to complete our Rehabilitation of Offenders Declaration and Working Time Directive Form.

4.5 When proposing a Temporary Worker to the Client, the Employment Business shall inform the Client that confirmation of such matters as detailed in sub-Clause

4.3 have been obtained.

4.6 The Employment Business cannot guarantee to find a suitable Temporary Worker for each vacancy.

4.7 P4U Ltd., will use all reasonable endeavours to replace any Temporary Worker who fails to arrive at the Assignment or who is unable to perform the relevant Services satisfactorily.

4.8 The Employment Business shall be responsible for Temporary Workers' remuneration and, where relevant, the deduction and payment of income tax and National Insurance contributions in accordance with the Income Tax (Earnings and Pensions) Act 2003.

4.9 The Employment Business shall comply with its obligations under the AWR where relevant.

4.10 P4U Ltd., shall notify the Client immediately if it receives or otherwise obtains information which gives the employment business reasonable grounds to believe that a Temporary Worker supplied to the client is unsuitable for the Assignment and shall be entitled to terminate the Assignment forthwith and without prior notice and without liability. Notwithstanding, the Client shall liable for all such hourly charge properly incurred in accordance with the Contract prior to the termination of the Assignment, subject to the satisfactory performance of the Services up to the point of termination.

5. Clients Obligations

5.1 The Client shall provide to the Employment Business all information which is reasonably required for the Employment Business to provide the Services and to comply with the AWR, where relevant. The Client shall use its best and reasonable endeavours to ensure that such information is complete, accurate and up-to-date.

5.2 The Client shall ensure that all information provided to the Employment Business does not contain any material which could be regarded as offensive, indecent, obscene, illegal, dishonest, untruthful, defamatory or discriminatory.

5.3 The Client shall ensure that all information provided to the Employment Business does not contain any material which infringes the rights of any third parties (including, but not limited to, intellectual property rights).

5.4 The Client shall provide to the Employment Business details of the vacancies that the Client wishes to fill. The details shall include the type of work required; the commencement date; duration; hours; location; on site contact and event details (guest numbers / type). Alternatively, the Client can complete the Booking Form as provided by the Employment Business. In the event that working hours are to exceed 48 hours per week at any given time, the Client must inform the Employment Business prior to such work being undertaken.

5.5 The Client shall endeavour to notify P4U Ltd., promptly and ideally within 30 minutes of the Assignment start time, if a Temporary Worker fails to attend work or has notified the Client that they are unable to work for some reason

7.2.1 The Transfer Fee shall be calculated as 15% of the remuneration payable to the Temporary Worker during the first 12 months of the Engagement.

7.3 In the event that the Engagement terminates earlier than anticipated, no refund shall be payable of any Transfer Fee paid by the Client to the Employment Business.

7.4 If a client wishes to employ a P4U Ltd., Temporary Worker directly, 3 months' notice must be requested in writing and granted. Furthermore, there will be an additional charge of £3,500 (ex. VAT) finding fee per Temporary Worker charged to the Client.

8. Liability

8.1 The Employment Business shall not be liable or responsible for the death or personal injury or any persons under control of the client or any loss or damages of any nature whether direct or indirect including any loss of profits or any consequential damages suffered or incurred by the Client as a result of the introduction of an Temporary Worker to the Client by the Employment Business, the Assignment of an Temporary Worker Introduced by the Employment Business or the failure of the Employment Business to introduce any Temporary Worker to the Client.

8.2 The Client is responsible for providing adequate insurance whilst the Temporary Worker is under the Client's direction and control to the extent that the Temporary Worker and P4U Ltd., have full benefit of coverage for any liability, which may arise. The Temporary Worker is under the direction and control of the Client for the duration of the Assignment. Accordingly, the Client agrees to be responsible for all acts, errors or omissions of the Temporary Worker whether wilful, negligent or otherwise, as though the Temporary Worker was on the payroll of the Client

8.3 The Employment Business shall not be liable for any loss or damages of any nature whether direct or indirect including any loss of profits or any consequential damages suffered or incurred by the Client as a result of the Temporary Worker's negligence, misconduct, dishonesty, lack of qualifications, or lack of skills.

8.4 Temporary Workers are under the direct control of the Client during the Assignment. The Client is therefore responsible for any and all acts or omissions of the Temporary Worker which occur in the course of the Assignment.

9. Indemnity

9.1 The Client shall indemnify the Employment Business against any claim, loss, damage, proceedings, settlement, costs or expenses which may be paid to a third party arising out of any matter relating to the subject matter of these Terms and Conditions in respect of the Client's breach hereof.

9.2 The indemnity set out in sub-Clause 9.1 shall apply provided that in all cases the Employment Business shall:

9.2.1 Notify the Client as soon as is reasonably possible of any claim, loss or damage;

9.2.2 Consult with the Client as to the action to be taken in dealing with any such matters; and

9.2.3 Make no agreement with any third party for the payment of any sum without the prior agreement of the Client, such agreement not to be unreasonably withheld.

10. Termination

10.1 Subject to the remaining provisions of this Clause

10, the Contract shall continue for the Term which shall be agreed between the Parties prior to the start of the Assignment.

10.2 The Client may terminate the contract prior to the "start of the Term in the event that such termination takes place no later than 72 hours prior to the start of the Term. The Employment Business shall be under no obligation to refund any sums or not charge a 4 hour minimum call out fee if the termination occurs less than 72 hours prior to the start of the Term.

10.3 Either Party has the right to terminate the Contract immediately if the other:

10.3.1 Has gone into bankruptcy or liquidation either voluntary or compulsory (save for the purposes of bona fide corporate reconstruction or amalgamation) or if a receiver is appointed in respect of the whole or any part of its assets.

10.4 In the event of termination for default committed by the Client, all payments required under these Terms and Conditions shall become due and immediately payable.

10.5 Any and all obligations of the Parties which either expressly or by their nature continues beyond the termination, cancellation or expiration of the Contract shall survive termination under this Clause 10.

11. Force Majeure

Neither Party to these Terms and Conditions shall be liable for any failure or delay in performing their obligations where such failure or delay results from any cause that is beyond the reasonable control of that Party. Such causes include, but are not limited to: power failure, Internet Service Provider failure, industrial action, civil unrest, fire, flood, storms, earthquakes, acts of terrorism, acts of war, governmental action or any other event that is beyond the control of the Party in question

12 Notices

12.1 All notices under these Terms and Conditions shall be in writing and be deemed duly given if signed by, or on behalf of, a duly authorized officer of the Party giving the notice.

12.2. Notices shall be deemed to have been duly given:

12.2.1 when delivered, if delivered by courier or other messenger (including registered mail) during the normal business hours of the recipient; or

12.2.2 when sent, if transmitted by facsimile or e-mail and a successful transmission report or return receipt is generated; or

12.2.3 on the fifth business day following mailing, if mailed by national ordinary mail, postage prepaid; or

12.2.4 on the tenth business day following mailing, if mailed by airmail, postage prepaid.

12.3 All notices under this Agreement shall be addressed to the most recent address, e-mail address, or facsimile number notified to the other Party.

13. Severance

The Parties agree that, in the event that one or more of the provisions of these Terms and Conditions is found to be unlawful, invalid or otherwise unenforceable, that / those provisions shall be deemed severed from the remainder of these Terms and Conditions. The remainder of these Terms and Conditions shall be valid and enforceable

14. No Waiver

The Parties agree that no failure by either Party to enforce the performance of any provision in this Agreement shall constitute a waiver of the right to subsequently enforce that provision or any other provision of this Agreement. Such failure shall not be deemed to be a waiver of any preceding or subsequent breach and shall not constitute continuing waiver.

15. Dispute Resolution (Arbitration)

15.1 Where any dispute or difference relating to these Terms and Conditions arises between the Parties that matter shall be referred to the arbitration of a single arbitrator with appropriate qualifications and practical experience to resolve the particular dispute.

15.2 The arbitrator shall be agreed by the Parties or, in the event of failure to agree, shall be appointed by the president for the time being of the Law Society of England and Wales.

15.3 The arbitration shall take place in London UK and shall be in accordance with the Arbitration Act 1996 or any re-enactment or modification of that Act for the time being in force.

15.4 The Parties shall promptly furnish to the arbitrator all information reasonably requested by him relating to the particular dispute, imposing appropriate obligations of confidence.

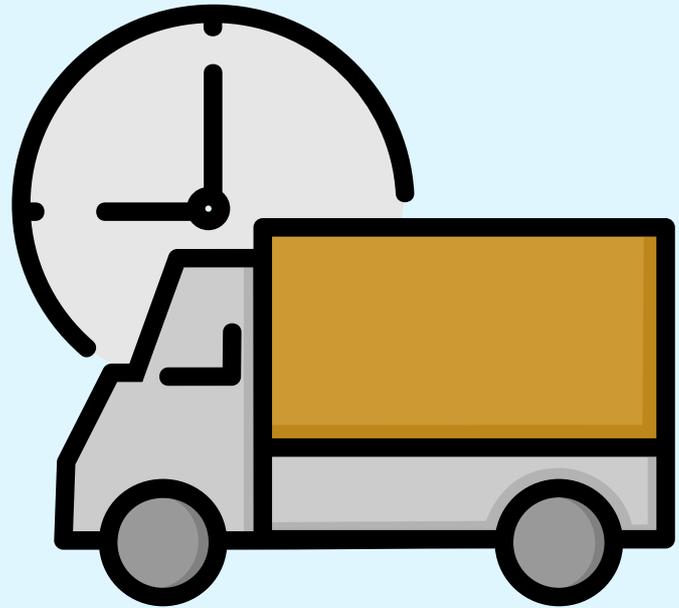
15.5 The Parties shall require the arbitrator to use all reasonable endeavors to render his decision within 30 days following his receipt of the information requested or if this is not possible as soon thereafter as may reasonably be practicable. The Parties shall co-operate fully with the arbitrator to achieve this objective.

15.6 The Parties shall share the fees and expenses of the arbitrator equally. The decision of the arbitrator shall be final and binding upon both Parties.

16. Law and Jurisdiction

16.1 These Terms and Conditions (including any non-contractual matters and obligations arising there from or associated therewith) shall be governed by, and construed in accordance with, the laws of England and Wales.

16.2 Any dispute, controversy, proceedings or claim between the Parties relating to these Terms and Conditions (including any non-contractual matters and obligations arising there from or associated therewith) shall fall within the jurisdiction of the courts of England and Wales.





JOB DESCRIPTION

Porter

As a P4U Ltd., porter, they are to work as a back of house event porter:

- Assisting in the unloading of vans/vehicles at the event and place all equipment where instructed to by the event manager
- Assist in the setting up of the kitchen for the event:
 1. Placing plates in the hot cupboards if required
 2. Placing ovens, hot cupboards, hobs etc. in place along with service tables and equipment
 3. Lay druggut on the floor (if required) to protect the floor from the temporary kitchen
- Set up the back of house clearing area & operate it during service;
 1. Placing bin bags in bins and placing bins, dust pans and brush, broken glass box, mop & bucket, fire blanket, first aid kit, kitchen/porters kit
 2. box, wash up kit, broom, slop bucket around/under clearing table
 3. Lay druggut on the floor (if required) to set up the clearing area and protect the floor
 4. To stack empty crates/boxes correctly by type behind the clearing table
 5. During service to remove left over food and drink (alcohol or soft) waste into bins/slop buckets before placing dirty
 6. crockery/glassware/cutlery into correct crates/boxes they came in
 7. During service to place full crates of dirty crockery/glassware/cutlery into cages or put in appropriate place as directed by the event
 8. manager/Chief Porter, ready to either load onto the client's vehicle, or to place ready for collect by a hire company
 9. To liaise with the Client in regards to any equipment that belongs to them; making sure to unwrap/take out of containers for the event
 10. along with cleaning and re-placing back into the packaging/special containers they came in
- Assist the event manager in moving equipment and drink (soft or alcoholic) when asked
- Assist the chef in plating food if required (this could be canapes and/or part of a 3-course meal)
- Assist chefs throughout food service by working on the food pass if requested
- Emptying bins around the kitchen
- Keeping the back of house area clean and safe, keeping fire exists clear
- Load the vans at the end of the night correctly so that in transit nothing breaks
- Waste is to be the last thing that is loaded on to the van
- To be wearing safety shoes and black trousers as standard. In addition to this, they will wear branded P4U Ltd., polo shirts and fleeces unless alternative uniform is provided by the client



JOB DESCRIPTIONS

Driver Porter

- As above (Porter) but drive the van to venue and back to the client's headquarters at the end of the event
- It is the driver's responsibility to ensure the van is loaded correctly and safely at the end of the night
- To have liaised with and are aware of any particulars in regards to where to park the van on return to the Client's headquarters at the end of the event/night and if
- and how it needs to be plugged in
- Check goods are secure (food/cages) using straps etc. before departure from the Client's headquarters along with at the end of the night when departing from the
- venue.
- To make sure there is pallet wrap for cages before departing the client's headquarters for the end of the night to secure cages/pallets
- When on site, to make sure the van is parked correctly and any costs for parking are met. To liaise with the event manager regarding payment
- When returning to the Client's headquarters at the end of the night, to park the van in the correct place (as directed when taking the van earlier in the day) and
- plug in (if required)
- To make sure the van is left locked at the front and back before placing the van keys as directed to when having taken the van earlier in the day.

Porter Supervisor

- To work with the event manager and manage the onsite team of porters
- To ensure everything listed above (in the roles of Driver Porter and Porter) is completed
- Manage all deliveries in and out of the venue, making sure to liaise with them so that equipment is unpacked and repacked in accordance with the expectations of the hire companies and the Client.
- Liaise with Front of House and chefs for any shortages
- Manage disposables/tea/coffee etc
- Making sure kitchen is kept to high health and safety standards
- To ensure the kitchen is cleaned and left in high standard at the end of the night using team to complete. To ensure it passes the venue's expectations in regards to this
- To work with all drivers/porters to make sure vans are loaded correctly, safely and legally

Kitchen Porter

- Keep all kitchen work surfaces (counters, sinks, stoves, walls) clean and sanitized
- Sweep and mop floors at the beginning and ending of shifts
- Be ready to clean up spills to avoid hindering operations
- Wash cookware, utensils and cutlery fast to keep them in rotation
- Arrange equipment and ingredient deliveries
- Keep the food and supply storage areas organized
- Take out the garbage
- Help with routine food prep tasks (such as peeling and chopping vegetables) when needed

NB. Please note that although these job descriptions are extensive, they are not exclusive to just the above. However, any alterations to the job descriptions should not be expected without prior consent from Porters 4 You Limited.

P4U

P O R T E R S F O R Y O U

Delivering Excellency in partnership with APSC
Business Alliance & APSC



Contact Us For Inquiries

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