



843 { (o) 853.0246
(f) 937.0406

Position: Houseman
Status: Part Time
Reports To: Director of Events, Operations Manager (Direct Supervisor) and Event Managers

COMPANY PROFILE

Since 1997, Patrick Properties has been restoring and preserving historic Charleston properties, including Parcel 32, The American Theater, The William Aiken House and Lowndes Grove. While we were at it, we crafted a tradition of warm, inviting hospitality that ensures our guests feel welcome, well cared for and ever ready to come back for more. With each event we host, our focus is the oversight of our venues as well as the upscale food and beverage service we provide within them, requiring a keen eye for detail and the highest standard of customer service.

POSITION OVERVIEW

The Houseman is responsible for the overall presentation and upkeep of all Patrick Properties venues including the beverage storage and organization. It is the houseman's responsibility to ensure the properties and grounds are presentable at all times and the beverage storage is organized. The Houseman will handle all event set-up, event breakdown, equipment pulls, bar pulls, beverage inventory, transfers between properties and other assigned projects. Houseman must be available for multiple events in one weekend and occasional holidays.

HOUSEMAN RESPONSIBILITIES

- Ensure properties and grounds are presentable each morning prior to guest arrival
- Open and close properties as a key holder
- Responsible for Set up tables and chairs, pulling and setting up catering equipment for food stations, and setting bars for events based on layouts given by event team
- Set up breakdown area for dishwasher before each event and keep breakdown area free from debris
- Keep catering equipment presentable and polished for every event
- Maintain organization and cleanliness of all catering storage areas and inform a manager of missing items
- Make sure all furniture and items are in the appropriate locations during non-event days and if needed, move furniture for cleaning and events
- Check light bulbs throughout the day and replace when needed throughout event venues, offices, and suites
- Empty trashcans and organize the area event spaces every morning following events
- Clean ashtrays at event venues and replace sand as needed
- Responsible for changing Theater marquee messaging as well as upkeep of storage and inventory of marquee letters on a daily basis
- Pressure wash venues to include the dock at Lowndes Grove as needed prior to events- or weekly



843 { (o) 853.0246
(f) 937.0406

BEVERAGE RESPONSIBILITIES

- Ensure beverage storage is presentable and organized at all times (including liquor storage and walk-ins)
- Responsible for pulling bars for events
- Responsible for rotating products in storage areas to reduce spoilage
- Keep bar equipment clean and organized and inform Operations Manager of any missing items
- Empty trashcans and mop the beverage storage areas every morning following events
- Assist other housemen and banquet captains with event setup which includes, but is not limited to, pulling and setting catering equipment, setting bars, setting up tables, chairs, glassware, flatware, and any items requested by event manager

REQUIRED SKILLS & QUALIFICATIONS

- Ability to adhere to and enforce Patrick Properties standards, policies and procedures
- Ability to prioritize and organize work assignments
- Ability to be a clear thinker, analyze and resolve problems, while exercising good judgment for the best interest of the company
- Displays a positive attitude with good communication skills
- Ability to focus attention on details
- Ability to work without direct supervision
- Must possess mature, professional demeanor and appearance to interact with vendors, staff and guests
- Ability to work cooperatively and professionally with other departments, with respect to the chain of command
- Ability to be on time and have a flexible schedule
- Must be able to physically lift and transport tables, chairs, podiums and other event equipment up to 50 pounds
- Must have a valid driver's license with a clean driving record

THIS DOCUMENT IN NO WAY CONSTITUTES AN EMPLOYMENT CONTRACT. THIS OUTLINE INCLUDES BUT IS NOT LIMITED TO THE RESPONSIBILITIES OF THE HOUSEMAN POSITION.

Accepted and Agreed,

Houseman

Date

Director of Events

Date

