



**PATRICK PROPERTIES**  
HOSPITALITY GROUP

456 King Street  
Charleston, South Carolina 29403  
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## 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.

## JOB DESCRIPTION

Position: Property Caretaker

Status: Full Time, 40 hours per week

Reports To: Director of Operations, Operations Associate, and Event Managers

## POSITION OVERVIEW

The Property Caretaker is responsible for the overall presentation and upkeep of all Patrick Properties venues including the beverage storage and organization. It is the Property Caretaker's responsibility to ensure the properties and grounds are presentable at all times and the beverage storage is organized. The Property Caretaker will assist Houseman with event set-up, event breakdown, equipment pulls, bar pulls, beverage inventory, transfers between properties and other assigned projects as needed. This is primarily a M-F position with the exception of some weekend work during busy season.

## RESPONSIBILITIES

- Property upkeep
- Ensure properties and grounds are presentable each morning prior to guest arrival
- Open and close properties as a key holder
- Responsible for event setup which includes, but is not limited to, tables and chairs, pulling and setting up catering equipment for food stations, setting tables, and setting bars based on layouts given
- 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
- Ensure 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 daily and replace when needed throughout event venues, offices, and suites
- Daily ground sweep and empty trashcans and organize the area 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



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**BEVERAGE RESPONSIBILITIES**

- Ensure beverage storage is presentable and organized at all times (including liquor storage/walk-ins)
- Responsible for rotating products in storage areas to reduce spoilage
- Keep bar equipment clean and organized and inform Manager of any missing items
- Empty trashcans and mop the beverage storage areas every morning following events
- Receive deliveries and assist with transfers between properties

**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
- 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 PROPERTY CARETAKER POSITION.**

Accepted and Agreed,

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\_\_\_\_\_

Date

\_\_\_\_\_

Director of Operations

\_\_\_\_\_

Date