



456 King Street
Charleston, South Carolina 29403
WWW.PPHGCHARLESTON.COM
843.853.1810

JOB DESCRIPTION

Position: Bartender

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

Eligibility: Part Time

POSITION OVERVIEW

Looking to be a part of a proven, dynamic company which can offer amazing benefits and growth potential?! PPHG is looking for energetic, enthusiastic, hard-working individuals to join our team. With five venues located in the heart of busy upper King Street and on Saint Margaret Street in the Wagner Terrace neighborhood, our properties are elegant & awesome: boasting bright decor, outdoor spaces, historic architecture and a story to go along with.

We are seeking banquet bartenders who want to contribute to creating a positive, fun and exciting work environment. Prior bartending experience is required. Availability must include nights and weekends, requirement to work a minimum of four shifts per month. Availability must include nights and weekends, requirement to work a minimum of six shifts per season all year, and twelve shifts per season during busy season.

What are we about, you might ask? 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.

RESPONSIBILITIES & REQUIREMENTS

- Proper uniform and appearance standards at all times (shirts will be provided by PPHG) – don't forget your smile and a great attitude
- Timeliness and flexible schedule to include nights, weekends and holidays
- Responsible for setting up the bar and keeping it clean and presentable throughout the event
- At the conclusion of event, properly breakdown the bar including but not limited to returning remaining beverages to the beverage room, bringing glassware to breakdown, disposing of trash and recycling, disposing of leftover garnishes and thoroughly cleaning and disinfecting the bar equipment, and organizing and cleaning beverage room after every event
- Responsible for communicating bar needs to head bartender
- Responsible for having a wine tool at all times
- Responsible for monitoring guests' alcohol consumption and ensuring that alcoholic beverages are served safely and appropriately – no one is to be overserved
- Responsible for discontinuing service to any guest who may be intoxicated and communicating that concern and decision to the head bartender and event manager with the ability to maturely and respectfully communicate those decision to guests
- Responsible for checking guests' I.D.s to ensure they are of legal drinking age – no one under the age of 21 is to be served alcohol on any of our properties
- PPHG property knowledge and understanding of each venue
- Must be available to work a minimum of 6 shifts per season all year
- Must be available to work a minimum of 12 shifts per busy season (March-April & September-November)



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- Ability to abide by Patrick Properties standards, policies and procedures
- Minimize waste of alcohol from over-opening (in particular, wine)
- Must be TIPS certified
- Ability to prioritize and organize work assignments
- Ability to be a clear thinker, analyze and resolve problems, exercising good judgment
- Ability to focus attention to details
- Ability to work without direct supervision
- Must possess mature, professional demeanor 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 exert physical effort in transporting alcohol, coolers, and glass racks
- Ability to stand on your feet for an extended period of time
- Prior bartending experience required

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

Accepted and Agreed,

Bartender

Date

Staffing Manager

Date