



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

JOB DESCRIPTION

Position: Server

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

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 servers who want to contribute to creating a positive, fun and exciting work environment. Prior F&B experience is certainly preferred, but willing to train people who vibe with us and what we're about. 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 aprons will be provided by PPHG) - don't forget your smile and a great attitude
- Timeliness and flexible schedule to include nights, weekends and holidays
- Passing and knowledge of our beverage and culinary menus
- Proper food and beverage serving and dining room etiquette
- Setting up, replenishing and breaking down food displays, stations, and rentals
- Clearing plates, silverware, and glassware throughout the event following PPHG standards
- Signing in and out with a banquet captain and/or manager
- 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)
- Ability to abide by Patrick Properties standards, policies and procedures
- Ability to be a clear thinker, analyze and resolve problems while working as a team
- Exert physical effort in transporting and placement of tables, chairs, glassware and china
- Must possess mature, professional demeanor to interact with vendors, staff, guests and culinary team
- Ability to work cooperatively and professionally with other departments, without supervision at times, with respect to the chain of command
- Ability to stand on your feet for an extended period of time
- Prior service knowledge preferred



PATRICK PROPERTIES
HOSPITALITY GROUP

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

Accepted and Agreed,

Server

Date

Staffing Manager

Date