



## 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.

Are you looking to be a part of a proven, dynamic company which can offer amazing benefits and growth potential?! PPHG is excited to offer competitive benefits such as: Medical benefits, 401K match, paid vacation and holidays, and many more internal company perks. Our family owned and operated culture provides a work-life balance to our team, as well as hybrid work schedule with flexibility within departments. We are 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 a new member of our Operations team who want to contribute to creating a positive, fun and exciting work environment. Prior beverage experience is required.

## JOB DESCRIPTION

Position: Beverage Manager  
Status: Full-Time, Salary  
Reports To: Director of Operations

## POSITION OVERVIEW

The Beverage Manager will be responsible for the operation and supervision of the bar and beverage service provided at all events. The Beverage Manager will be responsible for giving direction, supervision, training and evaluating all bartenders by creating a vibrant atmosphere through seamless service and attention to detail. The Beverage Manager should be energetic, creative and an innovative thinker to run and develop the beverage program.

## KEY RESPONSIBILITIES

- Ideal candidate would possess extensive knowledge of beer, spirits, and wine, plus overall food and beverage service
- Manages beverage ordering for events and pricing for beverage enhancements
- Research and update the beverage menus to include bar packages, cocktail menus and wine selections.
- Work directly with distributors, and handling deliveries.
- Inputs all invoices into ChefTec and maintains an organized inventory list
- Creates bar pulls for events
- Set up education courses on wine, spirits, etc. for all managers and staff.
- Oversee training for bartenders and head bartenders
- Attend tastings when needed to assist clients with wine selections or lead specialty cocktail discussions
- Responsible for weekly and monthly inventories at both properties, and inputting into inventory manager.
- Responsible for double checking rotation of products to ensure no spoilage
- Keep bar equipment clean and organized and initiate ordering of any necessary equipment
- Create transfers between properties as necessary, to include equipment, paper goods, and beverage
- Creative approach to beverage packages and implementing new ideas to stay cutting edge with bar packages
- Ensure beverage storage is presentable and organized at all times (including liquor storage and walk-ins)
- Attend weekly EO & Events Office meetings to be thoroughly informed of event details.
- Assist with event support as needed to ensure beverage service is up to PPHG standards

## **REQUIRED SKILLS & QUALIFICATIONS**

- Prior beverage experience required
- Must be TIPS certified
- Follows through to completion of assigned tasks
- Proficiency in computer applications - demonstrates proficiency in word processing, spreadsheet, and databases.
- Ability to motivate, lead and guide the bar team and maintain a cohesive team.
- Ability to suggestively sell menu items, cocktails, beer and wine
- Possess good communication skills and attention to detail
- 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 lift at least 30 lbs. Frequent lifting, bending, reaching, carrying beverage materials
- Ability to focus attention on details and maintain organization
- 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