



456 King Street  
Charleston, South Carolina 29403  
[WWW.PPHGCHARLESTON.COM](http://WWW.PPHGCHARLESTON.COM)  
843.853.1810

## **COMPANY PROFILE**

Since 1997, Patrick Properties has been restoring and preserving historic Charleston properties, including Parcel 32, The American Theater, The William Aiken House, Lowndes Grove and The River House of 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: PT Catering Chef  
Status: Part-time  
Reports to: Culinary Director & Executive Chef

## **POSITION OVERVIEW**

The Catering Chef is responsible for portioning, assemble and prepare ingredients and basic menu components according to the PPHG culinary team s standards of quality, accuracy and presentation. This individual is responsible for managing his/her station in the kitchen and onsite during Patrick Properties events, including the setup and stocking of all necessary supplies, always ensuring the highest caliber product and warm, professional service representative of the company. The Catering Chef will work as part of a team within a fast-paced work environment while strictly adhering to established sanitation and safety standards.

## **KEY RESPONSIBILITIES:**

Duties may include, but are not limited to:

Prepare wide array of cooking ingredients according to MOP s specifications by washing and chopping vegetables, breaking down proteins, reducing sauces and other basic tasks.

Implement a variety of cooking methods using full range of kitchen equipment, with heavy emphasis on cutting and knife skills.

Follow the prep list created by chefs to plan duties; stock and maintain sufficient levels of food products to assure smooth service, replenishing as necessary and making requests for supplies that are needed.

Ensure freshness and quality by labeling and storing all ingredients to appear organized and easily accessible; oversee inventory rotation following local, state, federal, and company guidelines and procedures.

Measure seasonings and portion ingredients according to standardized portion size and recipe prior to preparation.

Ensure all areas of work station and equipment are kept clean and orderly by washing dishes, sanitizing surfaces and removing trash, diligently following safety and sanitation policies and processes of the company; report any item that is broken or needs repair to manager.



---

456 King Street  
Charleston, South Carolina 29403  
[WWW.PPHGCHARLESTON.COM](http://WWW.PPHGCHARLESTON.COM)  
843.853.1810

Perform additional food prep and kitchen duties assigned by executive chef or sous chef.

**REQUIRED SKILLS** - The banquet cook must:

Adhere to and enforce company policies and processes, cooking methods, standard recipes, portion sizes, kitchen rules and quality criteria.

Prepare all products according to food handler's guidelines and follow federal, state, and local regulations and processes relating to food preparation, storage and safety.

Exhibit a strong knowledge of professional kitchen equipment, cooking skills and practices, including proper knife handling.

Demonstrate self-discipline, initiative, attention to detail and leadership with the ability to multitask in a fast-paced work environment; analyze and execute simultaneous decisions with both speed and accuracy.

Possess excellent communication skills to clearly relate information and ideas, and follow written or verbal instructions quickly and accurately.

Maintain a pleasant, polite manner with a neat and clean appearance.

Work cooperatively and professionally with other departments, with respect to the chain of command.

Be Punctual to all shifts.

Fulfill essential functions of the position that require long periods of standing and/or walking.

Have reliable transportation is required.

Able to lift at least 50lbs.

This position requires a minimum one year of proven cooking experience as a line chef, restaurant cook or prep cook.

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