



Part-Time Property Manager– Evenings and Weekends

Job Description

Work Schedule: This part-time position will be responsible for working as part of a team that manages and operates beautiful and historic Sacred Heart when it is open for after-hours and weekend events. Shifts are rotated among employees who act as representatives for Sacred Heart when the building is booked for private rental events. This opening is for someone who is available to work some weekend nights and most weekends, approximately 15-30 hours per month.

Primary duties include:

- Ensuring that the facility is clean, set-up and ready for use by the client, including the Great Hall, hallways, steps and restrooms;
- Responsible for being present during hours assigned by the supervisor;
- Responsible for assisting clients in a prompt, courteous and professional manner;
- Responsible for planning and organizing work consistent with the rental requirements of the client;
- Responsible for following through on duties and instructions as well as being able to adapt to changing priorities;

Conditions of employment:

- Must represent Sacred Heart in a professional manner, including dress and appearance, speech and attitude at all times;
- Must be able to communicate effectively with supervisor and other employees;
- Must promote teamwork with other employees;
- Must exhibit integrity and honesty and be trustworthy and dependable;
- Must have dependable transportation;
- Must be able to lift and move tables and chairs, when necessary.

Salary: \$11 per hour training rate (first month of employment), \$13.50 per hour once trained

Please submit employment experience and two references to Millie Huff, Executive Director of Sacred Heart, at Millie@sacredheartaugusta.org.

Sacred Heart Cultural Center, 1301 Greene Street., Augusta, GA 30901, 706-826-4700