

Position Description – Bar Manager (part time)

Gerrards Cross Sports Club, 7 Dukes Lane, SL9 7JZ

Responsible to: Chairperson, Gerrards Cross Sports Club

Role: Permanent part-time role

Shifts:

- Evening (Required)
- Weekends (Required)

Salary: £24,000/year prorated to .60 FTE plus an annual performance bonus

Contact: gxsportsclub@gmail.com

Gerrards Cross Sports Club Background

The Sports Club has a proud sporting history dating back to 1882 with the founding cricket program and subsequent additions of hockey and tennis in the early 1900's. Today we have a thriving all year round tennis club, vibrant cricket club through the spring and summer months and recently introduced a developing junior football program!

Position Profile

The ideal candidate will have experience working in food & beverage with a lively, out-going personality and strong self-motivation and initiative. You will have working knowledge of how to order, manage inventory and serve wines, beers, spirits and specialty coffees. Most importantly, you have a genuine passion for hospitality and customer service with a 'hands on' approach.

Main Duties and Responsibilities

- Responsibility for the day to day management of the bar to provide an excellent member experience, revenue growth and efficient cost of sales.
- Ensure the operation adheres to all Licensing, Health & Safety and Food Hygiene regulations as required and liaise with the relevant local authorities.
- To develop and deliver annual/monthly business development plans for the bar and potential catering functions in collaboration with the Club's Board.
- To recruit and develop seasonal staff and ensure that all team members have adequate and appropriate training in Health and Safety and incident and fire evacuation procedures.
- To maintain a consistent and reliable club presence throughout the year, attending Club committee and performance review meetings as needed.

Essential

- A personal license holder (or qualify to obtain) and ability to become the Club's Designated Premises Supervisor.
- Flexibility in relation to duties and working hours which will require weekends and evenings, particularly during the summer months.
- Knowledge of Licensing, Health and Safety, the Equality Act and Food Hygiene regulations and experience of implementing and monitoring safe working practices.
- Proven experience of creating, motivating and managing an open and collaborative team, and leading by example with a positive attitude, a high level of self-motivation and ability to work using your own initiative.
- Excellent proven customer service skills and the ability to communicate effectively with members, across all sporting sections and with the local community.
- Excellent organisation and planning skills with proven ability to work flexibly under pressure and to meet deadlines and work within set budgets.
- A creative flair to create exciting promotions for members and community visitors.
- Ability to manage Point Of Sale (iZettle) and Google Doc products.
- A valid First Aid at Work Certificate.

For more information or to submit your CV, contact Brian Harris at gxsportsclub@gmail.com