



TIMPERLEY SPORTS CLUB

JOB DESCRIPTION

- Job Title:** Duty Bar Manager
(a), Full Time 40 hours per week
(b), Part time 15-25 hours per week
- £21,840 per annum
Equivalent to £10.50 per hour.
- Plus statutory holiday entitlement, sick pay and (if applicable), stakeholder pension.
- Responsible to:** Bar and Facilities Manager
- Responsible for:** Supervising & managing bar and leading sessional staff team
- Hours of work:** Working patterns will vary based on opening hours and demand.
Hours per week by negotiation to suit both parties
-

Role Purpose / Function

1. To support the clubs Bar and Facilities Manager in the smooth and efficient day to day management of the bar, premises and related activities as they relate to the Club and its membership.

Key Duties and Responsibilities

1. To provide professional and high level of customer service and management of the club bar and its facilities at all times.
2. To assume full responsibility for the operation and management of the Clubhouse, bar and facilities, during assigned working patterns and or in the absence of the Bar and Facilities Manager.
3. To be responsible for ensuring facilities are prepared and ready for user by members and hirers, this will include setting up of equipment and furniture both inside and outside, ensuring cleanliness of facilities and implementing any other requirements agreed with the hirer.

4. Acting as team leader, to be responsible supervision / management of bar and facilities support staff as required
5. The effective management and liaison with customer enquiries relating to the potential hirer of the clubs facilities.
6. Responsibility for the safety of site users, and general security of users, of the clubhouse and bar area and to ensure that the building is fully secured in line with agreed procedures at the end of service.
7. To undertake other duties under the direction of the Bar and Facilities Manager in the furtherance of the clubs policies and licensing law.

General

The post requires a self-motivated, organised, team player who can use their experience of licensed premises to good effect in a friendly club environment.

Excellent people skills and judgement are required as the role will involve interaction with a diverse range of our members, customers and staff.

As part of a small team working for a not-for-profit organisation flexibility and teamwork is a key requirement to ensure the smooth running of the Club. It also involves working with our volunteers, sports sections (cricket, football, hockey and lacrosse) and members.

First aid training, will be provided (if required).

Hours of work

Hours of work may vary and will be agreed in advance with the Bar and Facilities Manager, depending upon the clubs commitments and activities.

It would be possible, following an introductory probationary period, to increase the number of hours worked, but this is not an essential requirement of the post.