



Club Steward/Manager

Diss Rugby Football Club have a vacancy for Club Steward/Operations Manager to oversee the management of the day-to-day operations of the clubhouse and premises.

Reports to: The Executive Committee

Direct reports: All bar staff

Job Summary:

To ensure that the clubhouse is fully operational and ready for use.

To play an integral part in developing the atmosphere at the Club into one that is dynamic, welcoming and fun – where people choose to come to spend their leisure time. In performing this role, delivery of the highest professional standards and quality of services will be paramount. The post holder will be required to explore and implement all appropriate cost saving efficiencies and service improvements, and to be aware of, and maximise, the commercial opportunities available and promote these at every opportunity.

This position requires excellent organisational and personal skills, open minded with a patient personality that will engage with the Executive Committee to assist with the future growth and development of the Club.

The successful applicant will have a 'can-do' approach and will be expected to be at all times an ambassador for the Club and be a visible presence during opening hours representing the Club in a professional and friendly manner.

Responsibilities and Duties:

To be carried out under the supervision of the Committee:

1. **Bar**
 - a. To take responsibility for the running of the Club's bar including performance and/or management of:
 - Cleaning
 - Equipment
 - Ordering
 - Deliveries
 - Stock
 - Storage
 - Service
 - b. To arrange all bar staff – recruitment, training, retention, and management.
 - c. To reconcile weekly monies, bank and prepare floats to the financial standards fully in accordance with the financial procedures laid down by the treasurer. To provide reporting on the takings of the Club against pre-defined criteria and timescales.
 - d. To achieve value for money in purchasing fully in accordance with the purchasing protocols laid down by the Committee.
 - e. To undertake regular stock takes on a periodic basis monitoring all products held by the Club including all food, non-alcoholic and alcoholic beverages that are sold.
 - f. To work to an agreed budget with appropriate controls in place to ensure expenditure and profit is in line with forecasted margins and profit.

DISS RUGBY FOOTBALL CLUB LTD

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dissrugby.com

REGISTERED OFFICE: CLUBHOUSE & GROUND. REGISTERED IN ENGLAND NO: 28607R

- g. To co-ordinate weekend activity at the Club ensuring a diary for all matches played is maintained and adequate staffing is in place to fully utilise the Club facility.
- h. To maintain all standards generally associated with a 'public house', including product excellence.
- i. To work on this basis of a regular opening times, including training nights, policy.
- j. To review the sporting calendar and work with the Events Committee to ensure the Club is open at every opportunity and promotions to generate extra income are in place to support any events.
- k. To organise, co-ordinate and be responsible for all Club lets which require bar facilities.
- l. To maintain and co-ordinate the events across the Club ensuring that adequate staff are available to provide bar facilities as required.
- m. To assist the catering function within the Club accordingly.
- n. To ensure that all staff employed are at all times focussed on providing the best possible levels of service to members and visitors to the Club.
- o. To implement, publicise and market regular promotional drink and food events to increase sales, revenue and profit and help to create a sense of change around the Club.
- p. To organise/co-ordinate the removal of tables/chairs after match lunches/re-set for players teas.
- q. Working Times Indicative
Playing Season
 Saturday - 12 to 9pm
 Sunday - 12 to 3pm
 Tuesday - 7pm to 9pm
Functions
 150 Club x 2/year
 Club Dinner x 1/year
 Club Party x 2/year
Hired Out Events
 TBA

2. *Cleaning*

- a. To ensure internal areas of the clubhouse are kept clean in a methodical and meticulous manner
- b. To ensure all external areas of the Club are kept in clean in a methodical and meticulous manner.
- c. To ensure litter is picked up and collected in 'immediate' environs of the clubhouse and to empty the external bins in the skips provided.

3. *Health and Safety*

- a. To ensure all relevant Health and Safety rules and regulations are complied with.
- b. To be aware of and ensure that all risk is minimised and mitigated within the Club and maintain a risk register.

Remuneration

Remuneration will be competitive and subject to negotiation but commensurate with experience and role responsibility. This is a part time role, with hours to be agreed.

The ideal candidate(s) will be expected to:

- have a valid driving licence, their own transport and appropriate insurance.
- hold their own personal bar licence or be willing and able to obtain one proper commencing employment.
- undertake a DBS check and to take First Aid at Work Training.

Applications

Interested parties should, in the first instance, register an expression of interest and send in a current CV and personal statement of up to 500 words explaining why they should be considered for the role. Please send by email to Andy Jermy, Chairman, rugbyandy@btinternet.com

Selected candidates will be invited to an interview. Part of the interview will comprise of a 15-minute presentation by the candidate on their thoughts on how as the Steward/Club Manager you would run the day-to day working of the Club, staff you think you would need and ways of utilising the Club to raise its profile and increase turnover.

We will listen to proposals from all interested parties whether a couple, single, employed or contracted.