



## Southwold Sports Pavilion Bar Manager (Part-time)

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### Bar Manager Responsibilities:

- Manage the business aspects of the bar such as keeping a current liquor license, negotiating supplier contracts, taking inventory and reordering supplies, managing budgets and setting goals
  - Opening and closing the Pavilion when required and keeping the premises clean
  - Maintain the condition of all stock and ensure all equipment/pipes are kept clean and serviceable
  - Hiring and training staff to provide excellent service to patrons
  - Creating effective schedules to ensure that the bar is well staffed during peak times
  - Setting and enforcing quality and safety controls
  - Ensuring licences are updated and in line with current legislation
  - Working with diverse personalities both on the staff and patrons
  - Overseeing/liasing with the kitchen, planning and taking part in promotional events
  - Diffusing tense situations between patrons or staff members to prevent possible safety or legal issues, ejecting unruly persons if required
  - Maintain a fun, safe atmosphere for patrons.
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### Bar Manager Requirements:

- Strong understanding of business management and accounting principles
  - Bar or management experience is generally preferred
  - Excellent customer service skills
  - Exceptional communication and interpersonal skills
  - Ability to diffuse tense situations and resolve conflicts
  - Willingness to work weekends and public holidays
  - Effectively delegate responsibilities and maximise resources
  - Decisiveness
  - Ability to walk, stand and occasionally carry heavy items in a fast-paced environment.
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### Bar Manager Hours/Rate:

- Approximately 16hrs per week, Saturday and Sunday, September to April inclusive
  - Approximately 8hrs per week, Saturdays, May to August inclusive
  - Other hours may be available through promotional events
  - Hourly rate in the region of £15 dependant on experience, Bar Manager responsible for their own tax and NI contributions.
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Expressions of interest to Martin Fuller at [chairman@SouthwoldRFC.co.uk](mailto:chairman@SouthwoldRFC.co.uk)

**Southwold Rugby Football Club**  
York Road, The Common, Southwold IP18 6TB  
[www.southwoldrugby.club](http://www.southwoldrugby.club)