



Vacancy: Bar and Function Manager

Location: Old Coventrians RFC, Tile Hill Lane, Coventry, CV4 9DE

Hours: Variable average 25 to 30 hours per week depending on Club and external functions

Salary: Hourly rate from £8.00 to £11.00 per hour depending on previous experience

Holiday: This post will operate an annualised hour's basis

Please note that this post will be initially for 6 months and subject to satisfactory performance.

Job Purpose:

This post will be responsible for managing the co-ordination and continued development of the bar and social functions for the Old Coventrians RFC.

This role requires flexibility, excellent customer service skills and the enthusiasm to work with a range of members and external functions.

The role requires an understanding that the prime function is that of Rugby Union.

You will have previous experience of managing a bar and managing casual bar staff.

Old Coventrians RFC is a community Rugby Club with rugby union played at Senior level, Colts and Junior Rugby from the age of 7 to 17. There are also Crown and Flat Green Bowls and Rugby League. The bar is generally open on Wednesday, Saturdays and Sundays however there are a number of external and internal functions which could mean additional evenings some of which could be daytime. The bar/function turnover for the 2013/14 season was in the region of £117,000.

For an informal discussion please contact Nigel Clews on 07533 263299.

Duties and Responsibilities:

MAIN DUTIES	EXPECTED STANDARDS
Ensure the bar is open and staffed as required including serving drinks and food directly and supervising the Bar Team in preparation, display and service of food and beverages, abide by statutory regulations and maintain internal quality standards.	Full compliance with Food and Hygiene regulations, monitoring of organisational policies in respect of Health and Safety at Work. Compliance with the Club's Licence and Policies and Procedures for the management of the Bar and Function Room.
Manage and maintain the bar and cellar, cellar equipment and dispensing equipment to ensure good quality drinks are provided.	Clean, tidy and presentable in line with Club Policies and Procedures.
Recruit, train, organise and manage casual	Ensure the appropriate skilled staff resource

bar staff.	is available for all services, at all times in accordance with Club Policies and Procedures as set out by the Bar Sub-Committee. Maintain a record of hours worked by casual bar staff including hours worked by Bar Trustees (Volunteers).
Ensure that standards of personal hygiene, appearance, operational performance and service quality are maintained.	Staff to be fully conversant with standards of personal appearance and hygiene and ensure that all staff are well presented for their shift. High standards of cleanliness to be maintained throughout all areas between weekly cleans.
Uphold all legal issues surrounding the Clubs' license.	To be fully conversant with licencing law & fire safety requirements and be able to enact these.
Develop and maintain a good atmosphere and relationships in the bar and function areas amongst the clubs varied members.	Ensure exceptional standards of customer service at all times.
Ordering and purchasing of Food and Beverage and liaison with suppliers. Monitoring of deliveries for service standards of suppliers and control of stocks, ensuring the correct rotation and product dates are monitored.	Orders to be placed in line with agreed times and product specification. Food and Beverage supplies to be checked in line with HACCP and goods inward controls.
Maintain the Club functions diary referring to the Bar Sub-Committee for decisions when necessary and responding to function booking requests.	Ensure all enquiries are dealt with expediently and in a professional manner.
Account for cash by ensuring that sufficient change is available, takings are banked, floats and safe checked and reconciled in line with standard procedures.	Reconcile the till float weekly ready for banking by the Club Treasurer. Safe and till floats to contain sufficient mix of change to support daily operations. Weekly safe reconciliations to be submitted to the Club Treasurer. Till procedures to be monitored ensuring that discrepancies are investigated where appropriate.
Act as the responsible key holder for locking up and alarming the Club House and Ground Main Gates when last to leave.	Ensure all Security procedures are followed to protect the Grounds and Club House.
Support marketing initiatives of the Club House function room to expand the clubs bar and catering operations.	Ensure internal and external functions approved by the Bar Sub-Committee are managed and delivered to expected standards including liaison with the catering provider.
Attend monthly Bar Sub-Committee meetings.	To deliver and receive reports on progress.
To be an ambassador for the Club at all times and be a visible presence during opening hours.	To represent the Club, projecting a professional, consistent and friendly manner.
Operate all machinery and equipment in a correct and safe manner and ensure that the Bar team do the same.	Use equipment for its designed purpose. Follow manual handling procedures. Use appropriate protective clothing or equipment.

Act as a responsible manager with regard to any other matters arising whilst working at the Club House, notifying Club Officers when appropriate.	
Any other duties in line with the job description that may from time to time reasonably required by the organisation.	

Person Specification

The person specification focuses on the knowledge, skills and experience and qualifications required to undertake the role effectively. This will be measured by (a) CV application (b) Interview (c) informal discussion with members

Essential Criteria 1	Good working knowledge of bar and cellar management including alcohol and entertainment licensing and health and safety legislation. Able to hold a Personal Licence.	(a) (b)
Essential Criteria 2	Excellent management and organisation skills with experience of working with casual staff.	(a) (b)
Essential Criteria 3	Excellent verbal and written communication skills.	(a) (c)
Essential Criteria 4	Understanding of a customer focused environment and requirements of a Rugby Club.	(a) (b) (c)
Essential Criteria 5	Flexibility in working hours and environment.	(a) (b)
Essential Criteria 6	Ability to work as part of a team and be able to work on own initiative for the occasional unplanned event and for some functions under pressure.	(a) (b)
Essential Criteria 7	Experience of training staff.	(a) (b)
Essential Criteria 8	Good attention to detail when accounting for transactions taken over the bar.	(a) (b)
Desirable Criteria 9	Intermediate Food Hygiene Certificate or equivalent.	(a)
Desirable Criteria 10	Some experience of marketing.	(a)

Further details about the Old Coventrians RFC can be found at www.oldcoventriansrfc.co.uk or on Facebook Old Coventrians RFC.