

Lymm RFC

Club Steward/Manager – Job Description

Lymm Rugby Club is an inclusive, community, amateur Sports Club, with its own grounds and clubhouse facilities in the heart of Lymm.

We are currently looking to recruit an experienced Club Steward / Manager to oversee the management of all day-to-day operations of the Clubhouse and premises.

During the regular season the club is a hive of activity with hockey, squash and tennis matches running in conjunction with a full rugby program. With a combined adult / junior membership of over a 1000, the club is a real focal point for the community. Hosting visiting teams from across Northern England & Wales, the club's staff greet 100's of players and supports with a warm welcome and quality bar and catering service. In addition to match days the club is regularly booked for private functions local events.

The club has ambitious plans to develop the facilities at our Crouchley Lane home over the next 5-10 years, providing the club with a state-of-the-art club house and event space.

The club Manager oversees the bar / cellar operation and the catering offering as well as the facilities and some of the logistical arrangement on the sporting side.

While the club is run on a voluntary basis, the club employ several committed part time staff in the bar and kitchen. The successful candidate will manage these staff on a day-to-day basis.

KEY RESPONSIBILITIES

The role has a broad job description, some of the key responsibilities include:

- To ensure the clubhouse is fully operational and ready for use in line with agree events schedule, including managing routine maintenance schedules and ensuring resolution of any issues that arise, either directly or via relevant tradesmen as appropriate.
- To coordinate all weekend activity at the club ensuring a diary for all matches played and associated activities is maintained, and that adequate staffing and catering is in place to fully utilise the entire facility
- To ensure all relevant policies and processes are in place to comply with all relevant health and safety regulations.
- To be aware of and ensure that all risks within the club environment are minimised and mitigated and an appropriate risk register is in place and maintained.
- Manage staffing levels and pay rates within budget and to meet the evolving event demand throughout the year
- To be the main presence within the Bar environment to ensure bar service quality and efficiency and ensuring “product excellence” at the point of sale
- Be responsible for Bar staff recruitment, training and development
- Be responsible for Stock management, ordering and delivery of all necessary products and bar supplies
- Catering staff recruitment, training and development. Manage staffing levels and rates within agreed budget to deliver all catering activities
- To be the primary contact for all bookings associated with the club facilities and ensuring that all booking enquires are responded to in a timely manner (via booking system, phone or email)

RENUMERATION

Remuneration will be competitive and subject to negotiation but commensurate with experience and role responsibility. It will likely comprise a fixed and performance-based element. Realistic OTE is between £27,000 and £35,000.

PERSON SPECIFICATION

The ideal candidate will be expected to:

- Have 5 years' experience in a role in a Members Club, Bar or Catering Facility including staff management
- Hold a food hygiene certificate or similar qualification
- Have a valid driving licence, their own means of transport and appropriate insurance.
- Hold a personal bar licence or be willing and able to obtain one prior to commencing employment
- Undertake a DBS check and to take First Aid at Work training.
- Food production experience:

We are interested in hearing from candidates who also have food production experience either with a formal catering qualification or are self-taught.

APPLICATIONS

For a full job specification and further details about the club, interested parties should register their interest by responding to the advert including a current CV, and indicating availability and salary expectations.