



KING'S HOUSE SCHOOL

RICHMOND

Job Description: Club House Manager

Overall Aim

To manage all aspects of King's House Sports Ground clubhouse for King's House School pupils, parents, staff and fee-paying clients. The position includes managing all bar and catering provision, liaising with external caterers and marketing of the clubhouse. The position is the main point of contact and line manager for the Sports Ground bar staff and external contractors and will be required to work most weekends.

The position reports into the Sports Ground General Manager.

Bar and Catering

- Place all orders for scheduled events including school and club match teas, sports events, corporate bookings, birthday parties and others
- Liaise with external caterers for events and school requirements
- Ensure all food ordering is sufficient and within budgetary constraints and stock control measures are in place resulting in minimal wastage
- Maintain all bar equipment to the highest standard
- Provide training for Bar Staff
- Ensure all legal compliance records are up to date
- Ensure all bar and catering areas are clean, tidy, safe and appropriately stocked at all times

Club House

- Manage bar and catering staff including recruitment and rotas
- Set-up for events and meet & greet clients
- Ensure that the club house is clean, tidy and maintained to the highest standards
- Manage contract cleaners and ensure that they have sufficient tools to conduct their work and allocate specific tasks where necessary
- Deal with all enquiries regarding the club house and grounds in a friendly, efficient and professional manner
- Ensure all Grounds areas and club house are securely locked when necessary.

Sports Bookings

- First point of contact for sports teams, clubs and other sports clients in the absence of the Sports Ground General Manager
- Ensure that sports clients adhere to allocated booking time/duration.
- Set-up any required equipment in advance for clients
- Unlock sports facilities and changing rooms for sports clients when necessary
- Ensure that all payments are made in a timely manner
- Deal with enquiries relating to sports facility bookings in the absence of the General Manager.



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Events

- Assist with school, corporate and club events bookings as directed by the General Manager
- Responsible for all clubhouse celebration events such as 21st birthdays, 50th parties etc.

Marketing

- Market the clubhouse in conjunction with the School Marketing Manager
- Assist with the General Manager and School Marketing Manager with whole site events promotion and marketing publications.

Financial Control

- Manage all till systems, stock and the clubhouse P&L
- Address any issues swiftly and professionally
- Conduct a weekly stock take to ensure stock levels are appropriate
- Ensure all monies on-site are securely stored and accurately recorded to minimise the risk of theft
- Using appropriate costing and margins to maximise profit while being market sensitive
- Ensure appropriate financial controls are in place and comprehensive records are maintained for all aspects of the club house service

General

- Undertake available training opportunities and demonstrate a commitment to continuous development
- Maintains effective communication between all the club house staff to ensure continuity of service standards
- Perform any other task deemed reasonable by the Sports Ground General Manager
- Ensure that the safeguarding, welfare and safety of all children is a highest priority, and that the school's and local authority's procedures are adhered to.

The above is an overview of the main duties of Clubhouse Staff and is not an exhaustive list, other duties may be required as and when the occasion demands.

Person Specification

The successful candidate will have some or all of the following:

- Previous experience in sports ground management
- Bar and catering management experience
- Previous Epos Now or similar till experience
- Stock, ordering and P&L experience
- Ability to deal with a diverse client base
- Fluent in English with good communication skills
- Good numeracy skills
- Computer literate (Word, Excel, Email)



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- Ability to think on feet and use initiative
- Basic knowledge of food preparation
- Self-motivated with a positive, professional attitude
- Outgoing, friendly, warm personality
- Honest and trustworthy
- Flexible approach to work – evenings and weekends
- Personal Licence (APLH) would be a benefit

Terms and Conditions

- Hours: 40 per week
- Salary: £26,000 – £28,000 / annum (BoE)
- Holiday: 25 days per annum