

## **Bar & Catering Manager**

**Salary** - An attractive package will be offered, based upon abilities and experience.

**Job type** - Full-time, permanent.

**On-site accommodation** - A one bedroom flat could be available

### **Full Job Description**

#### **The Role:**

We are looking to recruit a proactive, hands-on Bar & Catering Manager to lead our clubhouse team.

This role is perfect for a current Bar & Catering Manager or Senior Team Leader wishing to further their career in the Hospitality industry.

The Bar & Catering manager will ensure the efficient day-to-day running of clubhouse services, with the role being critical in maintaining a welcoming, first-class experience in the clubhouse.

They must engage with all Club employees, members and visitors to ensure that consistently high levels of service are maintained at all times.

**Responsible to** - The Club General Manager.

### **KEY RESPONSIBILITIES**

#### **Hospitality**

- Set service standards in the clubhouse, delivering a friendly, courteous and proactive bar and catering service to all Club members and visitors.
- Monitor and uphold bar and catering service standards to ensure they are being met.
- Manage and welcome Golf Societies and other visitors, making sure that they are aware of arrangements made for them and of the Club's dress rules.
- Proactively liaise with event organisers to determine finer details for events (final numbers, dietary requirements etc.),
- Regularly review processes and procedures, to ensure continual service improvement.
- Continually review bar and catering menus.

#### **Staff Management**

- Manage the clubhouse food & beverage staff, including staffing levels, recruitment, training, performance, discipline and annual reviews.
- Work closely with the Head Chef in relation to all Club, Golf Society or corporate functions, to ensure delivery of exceptional service and food.
- Organise staff rotas to ensure suitable staff cover is present at all times.

#### **Cellar and Bar**

- Manage the cellar and maintain bar stocks, purchasing stocks at competitive prices,

consistent with good value and timely delivery.

- Ensuring that stocks are available for inspection by the Club's stock taker on a regular basis.
- Ensure regular line cleaning is undertaken to uphold the quality of the drinks provided.

### **Health and Safety**

- Create and maintain an active action plan to ensure compliance with Health and Safety requirements.
- Ensure that Health and Safety at Work policies and procedures are followed in the Clubhouse.
- Perform weekly and monthly Health and Safety inspections on the clubhouse and bar to check compliance and identify/remedy issues needing attention.

### **Suppliers**

- Manage suppliers to optimise profitability and keep correct stock levels.
- Recommend changes to service levels and/or suppliers where product/performance is unsatisfactory and/or a better value supplier can be identified.

### **House Maintenance**

- Ensure cleaning is maintained to a high standard of cleanliness throughout Club premises.
- Maintain the clubhouse, patio, storage areas and immediate surroundings (including showers and locker room areas) in a clean and tidy condition throughout the day.
- Ensure that outside storage facilities, including buggy charging standing area, dustbins and recycle bins are kept in a clean and tidy condition throughout the day.
- Ensure that clubhouse heating and ventilation systems are working properly.
- Maintain strict security of the clubhouse, including daily opening and closing times laid down by the Club Committee.
- Conduct regular inspections of clubhouse fixtures, fittings and equipment, furnishings and fabrics and report any matters arising to the General Manager.
- Conduct regular inspections of the clubhouse surrounds, car parks and all outdoor lighting and report any matters arising to the General Manager.

### **Meetings and Events**

- Support the General Manager, catering and office staff, and Committees in organising meetings and events in the clubhouse where bar and catering services are required.
- Ensure that all event costs are correctly charged.
- To hold regular departmental meetings and ensure relevant product knowledge communicated to all staff.

The role of Bar and Catering Manager presents a real opportunity for the right person to manage, promote and develop clubhouse services across the membership, reporting to the General Manager, within a progressive and friendly environment.

The Bar and Catering Manager will be an ambassador for the Club's food and drink services, a representative for the Club to members and visitors and a role model for how service will be co-ordinated by team members.

The Club is open 7 days a week and it is expected that you will work 40 hours per week, being flexible with regard to days and times. Evenings and weekends will form part of the standard working week.

To apply for the Bar & Catering Manager position, applicants should send a letter highlighting their motivation in applying and their relevant experience, an up-to-date CV, details of their current remuneration and ability to relocate if necessary.

Applications should be sent to the General Manager, King's Lynn Golf Club, Lynn Road, Castle Rising, King's Lynn, PE31 6BD or by email to [manager@kingslynngc.co.uk](mailto:manager@kingslynngc.co.uk)

Closing date for applications is 31 May 2022.