

## **BAR MANAGER – CONWY(CAERNARVONSHIRE) GOLF CLUB**

Conwy (Caernarvonshire) Golf Club is a private members club situated near the historic town of Conwy. The beautiful championship links course opened in 1890 and provides a challenge to every golfer. It has hosted many amateur and professional Championships including Boys' European Championship, Ladies European Tour, European Seniors Tour, Ladies, Boys' and Mens' Home Internationals and a Final Qualifier for the Open. Conwy has also been awarded the great honour of hosting the Curtis Cup in 2020.

The Club is seeking the services of a Bar Manager. The Bar Manager will take on the day to day responsibility of bar service, cellar management and general appearance of the Club's front of house.

This is an exciting opportunity for a forward-thinking person to contribute to the overall enjoyment and satisfaction of Club Members and visitors to Conwy Golf Club. The Bar Manager must be friendly and approachable with an engaging personality.

### **Responsibilities & Duties**

To supervise all staff employed by the club for working in the bar area. To see that they conform to current Health & Safety and other relevant legislation. To see that the bar stocks are maintained and that all orders for replacement are ordered through the appropriate source. To see that all cash is handed into the office for safekeeping and that all tills are operating correctly. To make available for monthly stock taking all advice notes, invoices and vouchers, necessary for the stock taker to perform their task. To keep records of all wastage and stock lost through whatever source. To make sure the bar and serving areas are kept in a clean condition and to supervise the cleaners employed by the club. To set and report any defects in any alarm systems operated by the club.

Maintain first class bar service within the times laid down by the club. See that all staff are properly instructed in their duties. Ensure that all equipment is kept clean and in working order and report to the General Manager any shortcomings in this direction. Work out the duty bar rosters and see that all staff are aware of them. Collect the weekly staff time sheets and sign them as accurate before handing them over to the club office. Attend weekly Senior Staff meetings.

Salary: £20,800

Applications should be sent to:

Matthew Parsley

General Manager

Email: [gm@conwygolfclub.com](mailto:gm@conwygolfclub.com)

Closing date: 12 noon, Tuesday 26<sup>th</sup> February 2019.