



## **BAR MANAGER – CONWY 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 restructuring its bar & catering operation and is looking to recruit for a Bar Manager.

The nature and seasonality of the roles will mean that the successful candidate will need to be able to work flexibly but not less than on average 40 hours a week. This is a great opportunity to join Conwy Golf Club at an exciting time in the club's development. The Bar Manager must be friendly and approachable with an engaging personality and a high focus on Customer Service. He/She must be willing to work closely with the Restaurant Manager to ensure the Bar & Catering staff are managed and the operation runs professionally.

### **Responsibilities & Duties**

To supervise all staff employed by the club for working in the bar and kitchen 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 closely with the Restaurant Manager the duty of 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: £25,000

Applications should be sent to:

Matthew Parsley

General Manager

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

Closing date: 12 noon, Tuesday 9<sup>th</sup> April 2019.