

POSITION AVAILABLE

Role: Director Responsible for Pavilion Activities

Time commitment – Varies, but likely 5-10 hours per month

Main Duties

- Responsible for ensuring the smooth running of the Bar and Pavilion Suite.
- Oversee the duties of the Club Steward and bar staff to ensure the following:
 - All aspects of licensing activities to maximise profit for the club.
 - Security of staff, building and assets.
 - Correct levels of staffing and best customer service.
 - Correct stock levels.
 - Regular contact with brewery.
 - Regular contact with outside contractors.
 - Regular checks and service of equipment.
- Responsible for forming and managing a bar committee of volunteers who will represent the will of the members and provide input into running the bar.
- Regular meetings with RGS covering relationship between school and club with regard to building and maintenance.
- Collate and process monthly wages, pension and PAYE.
- Second named keyholder with ADT (after Steward - with occasional callout inevitable).
- Deal with any complaints
- Reporting to the Board of directors.
- Attend a monthly Board meeting

Skills Required

- Confident and effective communicator
- Good with people
- Enthusiastic and organised
- Willing to learn and teach others
- Numerate and good with money

Skills Desirable (but not essential)

- Past experience in hospitality management
- Accounting skills
- Event co-ordination

IF YOU NEED TO CONTACT US:

Address: Osborne Avenue, Jesmond, Newcastle upon Tyne, NE2 1JS

Tel: 0191 281 0775

Email: steward@newcastlecc.org.uk

Website: <https://www.newcastlecc.org.uk>