



Clwb Golff Nefyn a'r Cylch Nefyn & District Golf Club

RECRUITMENT OF A CLUBHOUSE MANAGER

INTRODUCTION

Nefyn and District Golf Club has a long and successful history as a private members club, celebrating its centenary in 2007.

The club's iconic location on the Llyn Peninsula, Gwynedd North Wales, has featured regularly in International, European and UK golf publications and is widely regarded as a "must play" course for many golfers from around the world.

Due to the stunning location, in addition to golfers, the immediate area attracts a considerable visitor population, especially between April and October each year.

As such, the club's bar and catering facilities have a potential customer base made up of;

- Club Members - just over 600 in total, a healthy mix of gents, ladies and juniors.
- Green Fee Visitors - more than 10,000 golf visitors play the course each year.
- Local community - an all year-round population of over 5000 in surrounding villages.
- General public - each day, upwards of 500 people pass directly by the entrance to the clubhouse during the peak holiday periods.

In a typical year combined bar and catering revenue is regularly around £250,000.

It is well recognised that the potential customer base, described above, remains largely untapped and is a major opportunity waiting to be addressed. The challenge will be to begin to take advantage of the opportunity whilst retaining the essential atmosphere and familiarity of a private members club.

JOB PURPOSE

OVERALL RESPONSIBILITY FOR ALL CLUBHOUSE OPERATIONS AND SERVICES, to include;

- Responsibility for bar and front of house operations and standards to ensure a consistently high standard of service to customers.
- Working in close conjunction with the Chef to promote all food and beverage opportunities to increase sales and profitability.
- Continuously monitoring profitability through pricing strategies, effective staffing levels and efficient operating procedures.
- Effective management of all aspects bar operations, e.g. stock levels, cellar management, supplier agreements, till and cash transactions.
- Overall responsibility for clubhouse departmental budget submissions and sign off in agreement with the House Chairman.
- Recruitment, training and development of bar and front of house staff.
- Ensuring all clubhouse staff are legally compliant and fully trained with respect to hygiene, health and safety, fire and emergency procedures, security and first aid procedures.
- Maintenance, upkeep and security of clubhouse facilities.

KEY ATTRIBUTES

- Good staff management including rota management, performance feedback and effective communication skills.
- Effective team member who can continue to work well under pressure.
- Successful track record in food and beverage management practices and procedures.
- Customer service oriented.
- Good standards of numeracy and experience of handling financial transactions.
- Successful track record in bar and front of house activities.
- Basic IT skills e.g., online ordering, spreadsheets etc.

This is a permanent position, the successful applicant will be required to work for 40 hours each week, though the number of hours worked on any given week may vary.

The nature of the job has a seasonal bias with more hours being worked in the summer months compared to winter months. The overall number of hours will be annualised across the year consistent with a 40-hour week. Time off in lieu will be granted as and when appropriate.

A competitive salary is available from £27,000 upwards depending on the level of experience, knowledge and skills.

All employees working for the Club will be enrolled into a workplace pension scheme if they qualify through the auto-enrolment process.

The club can provide accommodation to the successful candidate plus partner if required.

Closing date for applications – Wednesday 31st January 2018.

To apply, please send your CV with a covering letter to the Chairman's Office, Nefyn & District Golf Club, Lon Golff, Morfa Nefyn, Gwynedd LL53 6DA or email: b.parsons@nefyn-golf-club.co.uk.

Any enquiries please contact Bev or Helen on: 01758 720 966 option 5.