

Community Owned Pub- MANAGER – Job Description

General Purpose

The successful applicant is expected to plan, direct and oversee all bar operations including managing staff, ensuring product and service standards are met and implementing and maintaining procedures for maximum operating efficiency.

Salary: £24,000 annual (plus performance related enhancement)

Main Job Tasks and Responsibilities

- set objectives and targets for beverage unit/bar
- determine staff needs and recruit staff
- performance manage staff
- assess development needs and train and coach staff
- delegate duties and manage staff in order to meet standards, objectives and maximize resources, including organising staff rotas in accordance with available resources and labour regulations.
- set and monitor quality and service standards for staff
- communicate company policy, standards and procedures to staff
- direct and manage staff to meet standards and objectives
- ensure staff operate within company policies
- oversee the preparation and presentation of beverages to meet set standards
- resolve customer complaints promptly
- monitor and maintain cleanliness and hygiene of the premises.
- promote and practice compliance with fire, health, safety and hygiene standards and regulations
- oversee accurate cash-up procedures and ensure necessary paperwork is complete
- ensure adherence to cash management procedures
- ensure adherence to stock control procedures
- order and maintain business stock/supplies
- liaise with suppliers and sales representatives
- confirm that procurement of supplies is on the best possible terms

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- evidence that all deliveries are checked in correctly and documentation is correct
- check stock is correctly rotated and stored to reduce wastage
- oversee the bar display to maximize functionality and attractiveness
- set, monitor and control budget for the beverage unit/bar
- plan and implement cost control measures
- plan and implement systems to maximize sales and revenue
- organize promotional activities
- generate and present financial reports
- implement improvements for products and service
- maintain regular communication with staff and management through meetings and discussions
- stay current with relevant legislation regarding service of alcohol, sale of tobacco and licensing
- serving drinks and food to customers.
- Any other reasonable managerial duties as deemed necessary by the management committee.

Essential Requirements

The successful applicant will be required to live on the premises in the accommodation provided and must share the same vision and values as the Management Committee in relation to the business plan. They must have a minimum of 3 years' experience in the management of a bar or beverage service operation, evidenced by references provided by previous employers.

Skills and Experience

- GCSE or equivalent in Maths and English. A complete working knowledge of alcoholic and non-alcoholic beverages
- knowledge/experience of business management principles and practices
- knowledge/experience of basic accounting procedures
- knowledge/experience of cost control procedures
- knowledge/experience of human resource management practices
- knowledge/experience of administrative procedures

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- knowledge/experience of relevant computer applications

Key Competencies include:

- people skills
- decision-making
- problem-solving
- organizing and planning
- resource allocation and management
- delegation
- good verbal and written communication skills
- attention to detail
- coaching skills
- stress tolerance
- leadership skills
- team player

Application Process:

Expressions of interest are welcome from applicants who fulfil the above criteria. Candidates are to apply in writing by forwarding their CV to the postal or email address below. Successful applicants will then be sent details of the business plan and shortlisted for interview by members of Caverswall Community Society management committee.

Address:

Caverswall Community Society, 1A The Green, Caverswall, Staffordshire, ST11-9EQ
chair@caverswallcommunitysociety.co.uk

www.caverswallcommunitysociety.co.uk

Closing date for Applicants: - 19th March 2018