



Venue and Bar Manager

**Overview of the Role**

Queens Park Tennis Club CIC is seeking to appoint a Venue and Bar Manager (referred to hereafter as the venue manager).

The person appointed will take responsibility for the day to day management and operation of the QPTC facilities, most notably combining access to the clubhouse facilities for member events and for booked external events.

The person appointed will take responsibility for the management and operation of the bar and any catering facilities offered by the club and its facilities.

The venue manager will be expected to identify possible functions, organisations and hiring opportunities utilising QPTC facilities and pursue them. Additionally, the venue manager will identify and promote ‘in house’ functions that require use of the clubhouse.

The venue manager will answer all enquiries for venue hire and show potential users around and explain the facilities available. Additionally, they will explain any restrictions that apply to the use of the clubhouse, adjoining tennis courts and limitations of the location in a public park.

This role might be undertaken by appointment of a suitably competent volunteer but is likely to be undertaken by an identified paid staff member.

**Role Requirements**

The venue manager must have, or arrange to be trained in, ‘First Aid at Work’

The venue manager must have or arrange to acquire an Enhanced Direct Barring Service (DBS) certificate (This is a full Police process which includes criminal records check.)

The venue manager must have experience in managing and operating a licenced premise

The venue manager will be required to operate the premises within The Licencing Act 2003 The venue manager must hold the a **BIIAB Level 2 Award Personal Licence**

If the intention is to prepare and supply food ‘in house’ the venue manager must hold a valid Food hygiene and Safety Level 2 Certificate.  
The venue manager will be a key holder and be familiarised with the Clubhouse intruder and fire alarm system including the CCTV.

The venue managers name, club email and mobile number will be published in all media the club may be operating on.

Training will be given on the club electronic point of sale (EPOS) systems which operate the card and cash transactions.

The manager will also be responsible to balance the cash sales and pay in all monies taken.

**Venue Management**

The applicant

* Will have demonstrable experience in marketing and operating a community space which hosts a wide range of functions from birthday parties, seminars, training sessions, local group meetings and organisations’ functions.
* Be responsible for and fully understand all the terms and conditions that apply to hiring the clubhouse and or the tennis courts within a public park setting.
* Ensure the provision of an efficient system of bookings/cancellations etc. for both member and external events
* Maintain the physical condition and infrastructure of the venue to an appropriate level.
* Oversee the purchase and maintenance of goods and services necessary for the provision of events and events management
* Ensure goods and services are stored and maintained in a secure and accountable manner
* The venue manager can suggest and possibly supply new ranges of food and drink not currently on offer as agreed with the Directors of QPTC.
* Manage a system of payment and accounting for events undertaken by QPTC on its facilities and ensure that all forms of payment are recorded and banked in a secure, accountable and efficient manner.
* Liaise with internal members and with external clients to ensure that all events are managed in an efficient, legal and secure manner.
* Oversee the appointment and management of any additional casual staff/volunteers or subcontractors associated with the delivery of event management at QPTC facilities

**Direct Responsibilities**

In the course of managing venue hire in an effective manner the venue manager will be directly responsible for ensuring that:  
1) the hirer has read, understood and signed the relevant hire agreement.

2) take the required deposit and final payment including any additional charges associated with the agreed venue hire

3) help the hirer to prepare, operate and clear the clubhouse if asked

4) ensure that all terms and conditions are adhered too

5) be in attendance (or assure the attendance of suitably identified QPTC staff or volunteers) during all functions whether ‘in house’ or external

6) keep records of all hirings, enter the hire on the online bookings calendar

7) liaise with QPTC directors and attend meetings with same, as and when required



**Bar Management**

The applicant

* Must be fully aware of and ensure compliance with any restrictions that apply to the use of the clubhouse, adjoining tennis courts and estate facilities for the purpose(s) of licenced provision – including any limitations of the location in a public park that might apply.
* maintain the physical condition and infrastructure of the bar and any catering facilities to an appropriate level.
* oversee the purchase and maintenance of goods and services necessary for the provision of the bar and any agreed catering events management associated with the operation of the facility
* Ensure goods and services are stored and maintained in a secure and accountable manner
* The venue manager can suggest and possibly supply new ranges of food and drink not currently on offer as agreed with the Directors of QPTC.
* Manage a system of payment and accounting for events undertaken by QPTC on its facilities and ensure that all forms of payment are recorded and banked in a secure, accountable and efficient manner.
* Liaise with internal members and with external clients to ensure that all licenced events are managed in an efficient, legal and secure manner.
* Oversee the appointment and management of any additional casual staff/volunteers or subcontractors associated with the delivery of bar and/or catering management at QPTC facilities
* **will liaise with all relevant external authorities (and regulators) to ensure effective compliance with all regulatory requirements associated with the operation and management of the licenced premise.**

**Direct Responsibilities**

The bar manager will be responsible for:  
1) the operation to adhere to all licencing requirements applicable to the venue  
1) the management of the bar during all functions whether ‘in house’ or external

2) supervision of all bar and or catering personnel   
3) ensuring all staff are fully compliant and trained in their duties  
4) re-stocking the bar with its current range of drinks and food  
5) keeping the EPOS system menu and inventory up to date  
6) reconciling the cash and card takings in a prompt and efficient manner  
7) paying in all cash amounts to the Queens Park Tennis Account securely and promptly  
8) keeping all the associated areas clean and hygienic

**Remuneration**

Queens Park Tennis Club CIC offer per hour remuneration to a suitably appointed applicant after agreement as to hours per week to be employed - either required on site, or for work undertaken in performing duties in this role. CCI Accountants will operate the payroll which includes HMRC tax deductions and PAYE calculations.

**Application deadline**

Because the Club has a number of functions booked in this month and next, interested applicants **must be able to meet the above criteria**, as only limited training will be available. Please submit your CV to [mel.bowden@qptc.co.uk](mailto:mel.bowden@qptc.co.uk) by 10pm on Friday, 24th February 2023 detailing applicable experience.

QPTC Directors February 2023.