



PEEBLES GOLF CLUB: BAR MANAGER RESPONSIBILITIES, REQUIREMENTS & CONDITIONS

Bar Manager Responsibilities:

- Manage the business aspects of the bar, such as keeping a current drinks license, negotiating supplier contracts, taking inventory and reordering supplies, managing budgets, and setting goals.
- Hire and train staff to provide excellent service to customers. Provide development opportunities to less experienced team members.
- Create effective schedules and quickly resolve conflicts to ensure that the bar is well staffed during peak hours.
- Ensure the completion of daily tasks such as cash/banking reconciliation, cleaning and locking up.
- Set and enforce quality and safety controls.
- Plan and manage the bar operation for the club's social events. Liaise closely with the Club's Social Committee to deliver a range of social events for customers.
- Work effectively with the office and catering partner to build a successful events business, ranging from christenings and birthday parties to funerals.
- Ensure licenses are updated and in line with current legislation.
- Diffuse tense situations between customers or staff members to prevent possible safety or legal issues.
- Maintain a fun, safe atmosphere for customers.
- The above responsibilities do not include or define all tasks that might be required, and the Bar Manager may reasonably be requested by the club to undertake other duties.

Bar Manager Requirements:

- Previous management experience within a bar environment.
- Excellent computer, problem-solving, and customer service skills.
- Good understanding of business management and accounting principles.
- Strong communication and interpersonal skills.
- Ability to diffuse tense situations and resolve conflicts.
- Ability to delegate responsibilities and maximize resources.
- Decisiveness.
- Willingness to work during peak hours, including evenings, weekends, and holidays.
- Ability to walk, stand, and occasionally carry heavy items in a fast-paced environment.

Reporting Responsibility:

- The Bar Manager will report directly to the Club Secretary and work as part of the clubhouse team alongside other office staff, Pro Shop and Catering Franchise.

Conditions of Service:

- Hospitality Hours (including evenings and weekends) – Full time role with average of 35 hours per week but with a weighting towards the busy summer golfing season.
- A part-time role might be considered for the right candidate.
- Competitive salary depending on experience.
- 28 days annual leave (including bank holidays).
- Pension scheme.
- Complimentary golf membership.