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| HMGC_Colour_Logo_Email-Web_RGB_72dpi-01 | Heaton Moor Golf Club Limited |

**CLUBHOUSE DIRECTOR ROLES AND RESPONSIBILITIES**

**Overall Responsibility**

The Clubhouse Director will be accountable to the Board of Directors for ensuring excellent bar and catering services are provided for members and visitors and for maintaining the Clubhouse, its contents and surrounds in the best possible condition.

The clubhouse Director will develop, maintain and implement a Clubhouse Improvement Plan.

The Clubhouse Director is the operational “line manager” of the Bar Manager.

The Clubhouse Director will attend and play an active and constructive role in Board Meetings and Club General Meetings. They must be familiar with and comply with the Memorandum and Articles of Association and Bye Laws and Policies of the Club at all times.

**Specific Responsibilities:**

**Bar - Operational**

Generate a positive and supportive working environment for staff and encourage open and honest communication.

Work closely with the Bar Manager and Catering Franchisee, overseeingthe day to day management of the bar. Ensuring that the bar and catering services provided meet the standards expected by the Club, members, guests and visitors at all times.

Ensure that rotas and timesheets are being produced by the Bar Manager and that staffing costs are kept to a minimum.

Regularly review the overall hours worked during the year by the Bar Manager in relation to the annualised hours contract, to ensure excess hours are not worked.

The Club House Director (or their representative) will meet weekly with the Bar Manager and Catering Franchisee to discuss upcoming bookings both private events and Club Events to ensure adequate staff will be on duty and to address any other outstanding issues regarding management of the Bar or provision of Catering Services.

Work closely with the Bar Manager to identify opportunities to increase bar revenues and discuss/agree implementation of any initiatives with the Board.

Work closely with the Bar Manager to identify opportunities to increase the bar’s Gross Profit and Yield whilst keeping wastage levels to a minimum. Discuss/agree implementation of any initiatives with the Board

Work with the Bar Manager to produce annual budgets and revenue targets and agree these with the Finance Director.

Work with the Bar Manager to monitor expenditure, particularly staffing costs, and ensure these remain within budget.

In conjunction with the Bar Manager and Brewery representative review brewery price increases and present proposals to the Board for approval.

In conjunction with Bar manager review bar stock-taker’s monthly report and take action if necessary.

Work with the Bar Manager to identify and recruit full time and/or casual bar staff as required and where appropriate seek the approval of the Board.

Conduct Performance Review with the Bar manager, based on their Job Description, every six months and produce a documented record that will be filed in their personal file in the Club Office.

Work with the Bar Manager to ensure all staff working in the bar area are fully trained and their activities comply with current Health and Safety, Food Safety, Manual Handling, Licensing and other relevant legislation and Club procedures. Confirm the appropriate records are being kept.

Work with the Club Secretary to ensure that all elements of the HMGC Health and Safety Management system applicable to the Bar, Kitchen and Cellar are implemented and followed by the Bar and Catering Staff. Fully co-operate with the external Health and Safety consultant.

Provide written monthly report to the Board covering current operational performance and any issues, highlighting those for discussion by the Board. Raise any staffing issues with the Board.

Provide regular input to the Club newsletter.

Deal with issues raised by neighbours, members or visitors promptly and professionally.

Build positive relationships with the Membership and encourage constructive feedback.

Provide information to be included in the Chairman’s Report to members at the AGM.

**Catering Contract**

Recruit and appoint the Catering franchisees with the approval of the Board.

Produce the catering franchise contract and agree franchise payment annually with for approval by the Board.

Agree all aspects of the catering service to be provided and meet regularly with the Catering Franchisee to ensure that the service being provided is meeting the needs of members, guests and visitors.

Ensure staff understand and comply with all relevant legislation particularly Health and Safety and Food Hygiene.

**Other Contracts**

Work with the Bar Manager and Finance Director to regularly review all supplier contracts to ensure the Club is receiving best value for money.

**Clubhouse Improvement**

Prepare, maintain and implement a rolling Clubhouse Improvement Plan and report progress quarterly to the Board.

**General Maintenance**

Liaise with the Gardening Volunteer Team to maintain gardens and Clubhouse surrounds throughout the year. (Note 1)

Ensure the fabric of the clubhouse is well maintained and repaired as necessary.

Working with the Bar Manager ensure all Clubhouse bar, cellar and kitchen equipment, furniture, fixtures and fittings and decoration is well maintained and where appropriate service/maintenance contracts are in place.

Work with the Bar Manager and Catering Franchisee to maintain a full inventory of Clubhouse furniture fixtures and fittings, including the kitchen, and ensure this is reviewed and updated at least annually for insurance purposes.

Ensure Clubhouse is kept secure out of hours and that key holders are appointed and they are aware of the Security Alarm response procedures.

**Clubhouse Sub Committee**

Chair and lead the Clubhouse Sub-Committee.

**Note 1:** - The Clubhouse Directors responsibilities include the buggy storage shed and garage, practice nets. the gardens, patio, tarmac paths around the Clubhouse, the car park and the driveway.