



LOCKHART RIVER SOCIAL CLUB

ICN: 9574

ABN: 524 367 759 91

POSITION DESCRIPTION

Position Title:	Club Manager
Reporting Line:	The Board

Accountability: To undertake the duties of the general management, promotion and supervision of the club's activities, functions, and business and the direction, supervision and control of all other staff.

Qualifications: The completion of a standard of training, or has equivalent experience and skills deemed by the employer, as suitable for the position

Liases with: Club members, Suppliers, Employees and other Associated individuals or groups

Authority: As set down by the Board.

1. Administration

1.1 Policy

- The implementation of club policy as laid down by the Board of Directors;
- The implementation of Board of Directors instructions;
- Reporting to the Board of Directors including a written report to the Board on the running of the club since the last monthly report was written;
- Recommending courses of action to Board of Directors.

1.2 Secretarial

- Organisation and control of office staff activities;
- Supervision of wages preparation, and verification, where necessary, of employee's entitlements;
- Supervision of preparation of up-to-date membership lists and registers;
- Supervision of preparation of statutory returns relating to:
 - financial performance;
 - taxation;
 - licensing requirements.
- maintenance of proper records, including preparation of accurate minutes.

1.3 Legal

Interpretation and application of the relevant Statutes and Acts of parliament and regulations made thereunder, in so far as each of these affects the club, including but not limited to the regulation of the following issues:

- Industrial Relations;
- Corporations and Associations;
- Income Taxation;
- Trade Practices;
- The provision of Liquor, Gaming and Food;
- Workplace Health and Safety; and
- Anti Discrimination.

1.4 Personnel

- Delegation of authority and responsibility to staff.
- Explanation, and general supervision of duties of subordinate managerial staff members;
- The engagement of staff and the termination of staff in appropriate circumstances;
- Interpretation and application of the relevant Statutes and Acts of parliament and regulations made thereunder, in so far as each of these affects the club, including but not limited to the regulation of the following issues:
 - Industrial Relations;
 - Income Taxation;
 - Occupational Superannuation;
 - Vocational Education and Training;
 - Anti Discrimination;
 - Workplace Health and Safety;
 - Workers Compensation; and
 - Workplace Harassment
- Negotiations with staff and/or unions, and dispute resolution;
- Training and development of staff;
- Staff motivation (otherwise than by over-award payments and/or conditions, without prior Board approval);
- Maintenance of effective employer/employee relations;

2. Bar operations

- Responsibility of liquor purchasing;
- Responsibility of stock control procedures;
- Responsibility of security of bar areas;
- Responsibility for security of cash takings;
- Ensure cash banking's weekly;
- General control of effective and economical staff rostering;
- Analysis and interpretation of bar trading results;
- Responsibility for hygiene in bar areas; and
- Responsibility for standard of liquor service.
- Implementation of Responsible Service of Alcohol practices and procedures

3. Catering operations

- Responsibility for supervision of the following activities:
 - Dish costing;
 - Portion control;
 - Food preparation;
 - Food service techniques; and
 - Billing procedures.
- Responsibility for supervision of food and equipment purchasing;
- Responsibility for supervision of stock control procedures;
- Responsibility for security of cash takings;
- Ensure cash banking's weekly;
- General control of effective and economical staff rostering;
- Analysis and interpretation of food trading results;
- Responsibility for hygiene in food service areas; and
- Maintenance of up-to-date knowledge of new products, services and equipment.

4. Premises operations

- Responsibility for supervision upkeep and maintenance of club property buildings and capital equipment in all club areas;
- Responsibility for checking of need and arranging for maintenance and repairs;
- Responsibility for arranging for overall club major maintenance and repairs, in accordance with expressed policy of the Board;
- Planning and co-ordinating of activities in connection with renovations or extensions, in accordance with expressed policy of the Board;
- Submission of samples and/or tenders for selection by the board of furniture and fittings;
- Responsibility for security for all stocks and moneys in the club; and
- Responsibility for security and safety of premises.

5. Club promotion / Entertainment

- Social Media promotions on the Club's Facebook page.
- By personal conduct and bearing, the maintenance of good relations with members, exemplified by prompt:
 - Handling of members' complaints;
 - Dealing with intoxicated members and guests;
 - Social activities with members.
 - Production of Members Newsletters and Journals
 - Creation, Production and Implementation of Strategic Marketing Plans
- Responsibility for club entertainment.
 - Determine programmes and schedules for functions/entertainment
 - Supervision of engagement of artists, in accordance with Board policy;
 - Supervision of arranging and publicising entertainment.
- Organisation, planning and promotion of club functions.
- Maintenance or establishment of club's community activities, in accordance with the expressed policy of the Board;
 - Establishing alternative areas of community involvement.
- Maintenance or establishment of relations with organisations and Government departments;
 - Employers' associations;
 - Industrial unions;
 - Liquor licensing division;
 - Other agencies as required

6. Club information and technology operations

- Responsibility for supervision establishment, upkeep and maintenance of club information and technology systems and capital equipment including but not limited to, Club Facebook page and computer hardware and software systems

7. Club community activities

- Organisation, planning and promotion of club functions;
- Management of liaison and servicing of associated sporting activities and administration of affiliation arrangements, etc;
- Maintenance or establishment of club's community activities, in accordance with the expressed policy of the Board;
- Establishing alternative areas of community involvement.

8. Such other commensurate general management duties as directed by the Board