

## **Nottingham Rugby Archer's Sports Bar and Hospitality Manager**

Nottingham Rugby has an exciting opportunity for a full-time Bar and Hospitality Manager.

To oversee the management and development of the marquee and premises including the Sports Bar, Catering and Events on-site to a consistently high standard.

Reports to: Chief Operating Officer

Direct reports: All catering and bar staff (paid and volunteers)

### **Job summary:**

To ensure that the marquee and facilities are fully operational and ready for use for all events.

To play an integral part in developing the business into one that is dynamic, welcoming and fun – where people choose to come to spend their leisure time. In performing this role, delivery of the highest professional standards and quality of services will be paramount.

The post holder will be required to explore and implement all appropriate cost saving efficiencies and service improvements, and to be aware of, and maximise, the commercial opportunities available and promote these at every opportunity, including the development of the sports bar.

This position requires excellent organisational and personal skills, self-motivation and open-minded attitude that will engage with the clubs Board of Directors to assist with the future growth and development of the club. The successful applicant will have a 'can-do' approach and will be expected to be at all times an ambassador for the club, and be a visible presence during opening hours representing the club in a professional and friendly manner.

### **Responsibilities and Duties:**

To be carried out under the supervision of the Chief Operating Officer:

#### **Bar and Catering**

To take responsibility for the development and management of the club's sports bar and hospitality services to deliver an ambitious growth plan as a key role in the overall club strategy.

To manage the clubs' day to day relationship with its Brewery partner.

To oversee day to day duties including performance of and / or management of: Staffing, Cleaning, Equipment, Ordering, Deliveries, Stock, COSSH, Health & Safety, Storage & Service.

To reconcile weekly monies, bank and prepare floats to the financial standards in accordance with the financial procedures laid down by the club. To provide reports on the performance and growth of the facility on a weekly basis and in a timely manner.

To undertake dry and wet stock takes on a weekly basis.

To develop and achieve a budget with appropriate controls in place to ensure expenditure and profit is in line with forecasted margins and profit.

To develop and manage the facility into a 7 day a week venue to fully utilise the entire facility seeking new opportunities for growth. This will include a minimum of 15 first team rugby Green King IPA Championship games each season.

To realise the facilities' excellent location, targeting Nottingham Forest home games, Cricket at Trent Bridge and other major sporting events on TV ensuring these are publicised effectively to increase revenue at the facility.

To maintain all standards generally associated with a 'public house', including product excellence. To implement, publicise and market regular promotional drink and food events to increase sales, revenue and profit and help to create a sense of change around the club.

To ensure that all staff are trained at all times focussed on providing the best possible levels of service to members and visitors to the club.

To ensure that all 'live' sport screened within the Sports Bar runs smoothly.

Liaise with Nottingham Corsairs RFC on site to place their orders for delivery in a timely manner.

To manage all external catering operations as agreed with the CEO.

### **Facilities Management**

To ensure all areas of the facility are kept clean and serviceable to the clubs' high standards.

### **Health & Safety**

To ensure all relevant health and safety rules and regulations are complied with.

To be aware of and ensure that all risks are minimised and mitigated within the club and report any issues to the clubs Chief Operating Officer.

## **Skills and Attributes:**

### **Essential**

A self-motivated individual, who is trustworthy, reliable & passionate about sport.

A good understanding of technology.

Flexible person, who demonstrates initiative and works well under pressure.

Target driven with a desire to be successful.

Excellent communicator with exceptional people skills.

Previous experience in bar and catering management.

Have a valid driving licence with access to own transport & business usage.

### **Desirable**

Hold their own personal alcohol licence

Excellent computer skills including Microsoft Office.

Food and hygiene certificate

### **Remuneration**

Remuneration will be competitive and commensurate with experience and role responsibility with a bonus scheme that rewards the success of the business.

### **Applications**

Interested parties should, in the first instance, register an expression of interest by sending a current CV to [steve.smith@nottinghamrugby.co.uk](mailto:steve.smith@nottinghamrugby.co.uk) You are welcome to add a personal statement if you wish explaining why you would be ideal for this role.

On successful appointment the role will require a DBS check and First Aid at Work training.

Deadline for Applications: Wednesday 30<sup>th</sup> June 2021