



## Bar Manager

Cliftonville Golf Club is a 9-hole golf course in North Belfast. We have a busy clubhouse with a bar and weekend food offering and are recruiting an experienced staff member with availability to start working for us in November 2024. The Club is run to provide our members, guests, and visitors with a quality golfing and hospitality experience, within a friendly, relaxed, and welcoming atmosphere. We constantly strive to exceed the expectations of our members, guests, visitors, and employees in all areas of our operations.

The Club is now seeking a highly motivated Bar Manager skilled in detail-oriented service, member recognition, point of sale (POS) systems operations, tending bar, purchasing, bartender scheduling and ongoing training for new staff and volunteers. The Bar Manager must be visible at appropriate times and ensure a management/supervisory presence to insure member and guest satisfaction. The Bar Manager is supervised by the Bar Convenor and will report to the club Council.

The Bar Manager is expected to have a firm grasp of bar management with the ability to develop and achieve goals and will display a positive attitude and promote teamwork. The Bar Manager needs to have a competent knowledge of different types of beer, wine and spirits and their delivery.

### **Key responsibilities:**

- Recruiting, training, and motivating your staff.
- Doing regular stock-takes and ordering as necessary.
- Handling deliveries and maintaining the condition of beer and wine.
- Liaising with the caterer.
- Keeping up to date with licensing legislation and liaising with the authorities.
- Enforcing health and safety rules.
- Adhering to budgets, increasing profits, and managing cashflow.
- Dealing with difficult customers.

### **Main tasks**

- Assist in creating a warm and welcoming environment for our members and guests.
- Meet, greet, and serve members and their guests in a polite, friendly, speedy, and professional manner.
- Change kegs, take in deliveries and restock the bar.
- Serve behind the bar and take food and beverage orders on the floor when required.
- Ensure efficient and safe delivery of all food and beverage orders.
- Set up, clear, and promptly clean tables after use.
- Ensure the bar areas are clean and well presented at all times.
- Assist in the set up and preparation and provide service duties for functions as required.

**Criteria**

- Minimum 1-year full time working or 2 years part time working in a similar Club environment.
- Experience of working with an EPOS till system with accurate and efficient cash handling skills
- Ability to communicate verbally and in writing.
- Basic Food Hygiene Certificate (desirable)
- Bar/hospitality management: 2 years (preferred)

**Job Types:** Full-time, Permanent

**Salary:** £25,000 - £27,000 per year

**Benefits:**

- Flexitime
- Free, on-site parking
- Discounted golf club membership

**Schedule:**

- Flexitime
- Overtime
- Weekend availability

**Supplemental pay types:**

- Tips

**Experience:**

- Supervising experience: 2 years (required)
- Bar management: 2 years (required)
- Hospitality: 2 years (required)
- Customer service: 1 year (preferred)
- Management: 1 year (preferred)
- Restaurant management: 1 year (preferred)

**Licence/Certification:**

- Driving Licence (preferred)

**Work Location:** 44 Westland Road, Belfast BT14 6NH

**Expected start date:** 11<sup>th</sup> November 2024

**Closing date for applications:** 4<sup>th</sup> November 2024

**How to Apply:** Email your CV to the Secretary, [SecretaryCGC99@gmail.com](mailto:SecretaryCGC99@gmail.com)