



Wokingham Cricket Club

Events & Bar Manager

JOB VACANCY – Full Time Position

Background:

Wokingham Cricket Club is a premier cricket club located in Sadlers End, Sindlesham, Wokingham. The club has a large and diverse membership with an excellent clubhouse and grounds, ideal for hosting cricket and non-cricket events. The Club was founded in 1825 and moved to a new purpose premises in 2012, two miles from central Wokingham. The Club facilities include a large function room & bar with a capacity of 150; conference room, office, kitchen, two pitches and a large car park.

The Role:

The primary role of the Events & Bar Manager is to efficiently manage the day to-day delivery of internal and external events at the club, and to run & manage all aspects of the club bar, during & out of the cricket season. The Events & Bar Manager reports to the Club Manager and his/her duties and responsibilities include but are not limited to the following:

Key Responsibilities:

- Delivering the day-to-day operation and administration of the bar, with a focus on opportunities for growth.
- Day-to-day management of the events that take place at the club.
 - Manage the event diary alongside Club Manager.
 - Manage all logistics & requirements of customers on run-up and on day of event.
 - Organise opening hatch/bar/club as & when needed throughout the season & for external events.
 - Be a point of contact for external enquiries hiring clubhouse facilities; assist in pricing, planning, booking external suppliers and onsite visits.
- Management of the bar, maximising bar sales, maintaining stock levels and updating sales records.
- Management of bar staff; including recruitment, training, and staff rotas.
- Oversee general upkeep of the clubhouse function room, fixtures/fittings and surroundings.
- Weekly/daily cleaning & maintenance of all bar equipment & lines.
- Tidiness of bar/clubhouse and surrounding areas before, during and after event/match days.
- Contribute towards the maximisation of sales, in hire of the facilities.
- Cover the Club Manager duties during holidays.



The ideal candidate will:

- Hold a Personal Alcohol Licence (ideally)
- Have experience within a similar events role / bar manager role or be ready to take the next step.
- Be available to work evenings and weekends.
- Have evidence of being a highly organised individual with focus on building the business
- Be able to manage a team of staff and have people management skills.
- Be a highly organised individual.
- Have a 'can do' attitude and hands-on approach to the day to day running of the club.
- Be able to build strong relationships with people from all walks of life.
- Ideally understand the game of cricket at a basic level, but not essential.

What we can offer you:

- A full-time contract is on offer, subject to a three-month probationary period
- Working hours averaging 40 hours per week. You will be expected to work longer hours in the cricket season and shorter hours off season.
- The basic annual salary is circa £28,000 - £32,000 dependant on experience. Overtime will be available depending on event and club demand.
- Paid holiday. This is calculated based on a full-time entitlement of 28 days' holiday during each holiday year (including bank and public holidays in England and Wales)

If you are interested in the position and would like to know more, please contact Liz, Club Manager for a chat – 07592 610090 or liz@wokinghamcricketclub.co.uk