



Oakley Sports & Social Club Family & Sports Bar

Club Stewards Job Description

Position: Club Stewards

Closing Date for Applicants: 12pm on 4TH October 2021

Expressions of interests to be made to info@oakleyssc.com and include a CV and covering letter.

About Oakley Sports & Social Club

Oakley Sports & Social Club (referred to as "OSSC" hereon-in) is a highly successful, reputable, and well-equipped sports and social club situated in Oakley, North Bedfordshire. It has excellent facilities, a great atmosphere, hosts regular events, and holds a reputation for being family-friendly. OSSC has flourished and is well-regarded in the local community and beyond due to successful weekly events that take place.

OSSC's facilities include a modern and spacious club house with 4x large screens with all mainstream sports TV subscriptions, pool table & darts, a large field which supports local football matches and training grounds, recently refurbished changing rooms, tennis / netball court, boules court, large children's play area, patio area (equipped with a large, heated marquee) and plenty of outside seating.

Under the Oakley Recreation Association (referred to as "ORA" hereon-in), OSSC is a registered charity that provides hospitality services to its members with a licensed bar and kitchen and facilitates ORA organisations (AFC Oakley, Oakley Motorcycle Club, Bedfordshire Car Meet and Grangers Netball). Similarly, it supports local community initiatives and events including carnivals, live music events, firework nights and christmas events.

OSSC is home to AFC Oakley, Oakley Motorcycle Club and Bedfordshire Classic Car Meet, all of which generate a continuous income in bar and kitchen sales and are thoroughly enjoyed by the public.

The children's play area encourages many families to visit OSSC and enjoy the bar and kitchen facilities all year round. In addition, there are a handful of smaller clubs that generate revenue, including pool teams, dart teams and poker nights.

With over 1,200 members, OSSC has a reputation for being family and local-community orientated, putting these values ahead of profit and has thrived as a result. The Oakley Sports & Social Club is more than just a sports and social club; it's an integral part of the local community.

About the role

OSSC seeks a limited company to fulfil the role of Club Stewards which includes the management of the day-to-day running of Oakley Sports & Social Club, supporting the OSSC Committee to whom they report and accountable to, and maintain a high-level of customer satisfaction. The Stewards will ensure the smooth planning, preparation, and delivery of running the successful bar and kitchen in an efficient and friendly manner. They will support ORA organisation events / matches in addition to regular custom from our members. The Stewards will maintain OSSC's values and reputation for; providing a great experience by achieving excellent standards in hospitality and cleanliness, a welcoming atmosphere, and offer value for money for its members whilst also supporting the local community.

The position of "Club Stewards" (referred to as "Stewards" hereon-in) comprises of two people / a couple who are committed to the success of Oakley Sports & Social Club which will require the role holders to regularly work "above and beyond" to ensure success.

They ensure bar services are available to our members every day all year round in-line with opening hours as agreed with the OSSC Committee. Kitchen services are also provided by the Stewards with opening times and a menu agreed in collaboration with the OSSC Committee.

The Stewards will contribute to ideas to promote sales and / or in the interest of the local community in association with the OSSC Committee.

The Stewards will own their own limited company through which the OSSC Committee will employ to fulfil the Steward role. Through their company, the Stewards will recruit, employ, and manage their own bar and kitchen staff to fulfil their remit at Oakley Sports & Social Club.

The successful applicants will be driven by a strong desire to succeed, be personable and affable with customers at all times, illustrate pragmatism & creativity to the OSSC Committee and have a strong desire to support the local community.

Benefits

- The Stewards' limited company receives a percentage of income taken from bar sales*
- The Stewards' limited company receives a percentage of income taken from kitchen sales*
- The kitchen is fully equipped with friers, fridges, freezers, ovens and pizza ovens ready for immediate use.
- The kitchen rent is subsidised to keep operating costs down for the Stewards' limited company and promote sales*.
- Already-established trade from current success in both bar and kitchen sales*.
- Possibility to use the kitchen for commercial catering services outside of OSSC business hours**.
- Very well supported by local members throughout the year, ORA organisations and OSSC Committee organised events (i.e. fireworks night, attended by 2,000+ people) with forecastable income.
- Opportunity to suggest, plan and undertake events that will generate business and / or support the local community**.
- Undertaking cleaning duties at the club house is an optional extra responsibility and income for the role holders**.
- The OSSC Stewards are the preferred licensee for Oakley Village Hall events, giving the Stewards the opportunity to provide bar services for events at Oakley Village Hall.

* = Indicative figures available to shortlisted candidates

** = To be discussed / negotiated with the OSSC Committee

Key Responsibilities

- Provide "front-of-house" duties and represent Oakley Sports & Social Club to our members in a personable, friendly, and professional manner at all times. The role holders are encouraged to affably engage with members as appropriate and provide an enjoyable experience for customers of OSSC.
- Employ and manage their own staff via their limited company, ensuring that suitable cover is provided to meet demand in both bar and kitchen all year round.
- Manage the day-to-day running of the clubhouse which includes (but not limited to); stock taking & ordering, organising the cellar, co-ordinating with payment card and EPOS vendors, liaising with OSSC's elected brewery, overseeing stock deliveries, managing stock levels, routinely purchase stock from local wholesalers, identifying wear & tear issues and co-ordinate with trades-people as appropriate.
- Sell hot food to customers from the kitchen. Menu, prices, and open times agreed in conjunction with the OSSC Committee.
- Provide food / buffet for member events (i.e., birthdays, wakes, christenings etc.).
- Ensure that the clubhouse is kept clean throughout opening hours.
- To ensure the kitchen maintains its five-star food hygiene rating.
- Collaborate with the OSSC Committee on functions which may involve event management duties and co-ordinating with third parties.

- Regularly co-ordinate with ORA organisations to gain awareness of their plans / functions to plan and deliver a high standard of bar kitchen services.
- Be responsible for feeding back to the OSSC Committee with brewery updates, member issues / feedback, maintenance concerns, event progress / planning. Reporting is done both on an ad-hoc basis and formally once a month via an OSSC Committee meeting.
- Be responsible and work in collaboration with the OSSC Committee for the field usage and suitability for matches / car & motorcycle meets / events to ensure that the football pitch remains one of the best in the area.
- Ensure that those using OSSC facilities are valid members and take new memberships / renewals via the OSSC iPad.
- To be able to manage a 'first aid' incident in an emergency situation.
- Provide fire-warden responsibility at the premises.

Essential Application Criteria

- The position of "Stewards" must comprise of two people.
- The position of "Stewards" is both role holder's primary job.
- Already has, or can register, a limited company for which the OSSC Committee will employ (the OSSC Committee will not consider employing individuals directly for this position).
- At least one of the Stewards must hold, or be prepared to apply for and acquire prior to commencing the role, a Personal License for alcohol sales.
- At least one of the Stewards must hold, or be prepared to apply for and acquire prior to commencing the role, a Food Hygiene Level 2 (or higher) certificate.
- Experience of working in the hospitality trade in a senior / managerial capacity.
- Experience of managing and motivating a team.
- Have a strong network / access to potential staff to cater for larger events, peak periods of business and provide holiday cover where required to ensure expected bar and kitchen service delivery standards are always maintained.
- Be friendly, personable, and affable with all customers and key stakeholders (internally and externally).
- Be pragmatic with strong planning skills.
- Have a "can do" attitude.
- Lives within a 20-minute drive of Oakley Sports & Social Club.
- Provide simple DIY / maintenance skills to help with general clubhouse upkeep.
- Required to be physically fit in order to exert moderate physical effort for short periods of time (i.e., moving beer barrels, climbing step ladders for simple maintenance).
- A good understanding of the quality required to achieve high cleaning standards
- To have a qualification (or be willing to undertake) a first aid qualification and defibrillation course within the first three months of being in post (subject to availability).

Desirable Application Criteria

- The position of "Stewards" is the role holders only job.
- Have previously managed a social club / pub with a kitchen or restaurant.
- Have an existing limited company with invoicing, VAT and payroll experience.
- Experience of using and configuring EPOS systems.
- Proven history of marketing and social media management for business.
- Event management experience.
- Has held a five-star food hygiene rating in a commercial kitchen.
- Knowledge of sports field management.
- Lives within Oakley or one of the immediate surrounding villages.
- Trade experience to assist with general building maintenance.
- A preference to undertake clubhouse cleaning duties (an invoiceable extra income for the role holders).

The above responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The Stewards may from time to time be asked to carry out other reasonable duties and responsibilities. Any changes will be made in discussion with the Stewards according to service needs.