

A Jewel in the Crown of Surrey, Surbiton Hockey Club is a vibrant and exciting place to work.

With over 1,500 members there is a thriving social element which offers huge opportunities to run a variety of events.

A fantastic opportunity has arisen for a General Manager and we are looking for someone exceptional to take on this unique opportunity.

If you are enthusiastic, motivated, passionate and relish a challenge you could be the perfect candidate.

Job Description

As our General Manager you will be responsible for all aspects of the clubhouse operation including:

- Staff recruitment, rotas & training
- Epos programming, reporting and membership database management
- Ordering, bar products, stationery, cleaning, first aid supplies & merchandise
- Receive and check deliveries, record waste
- Work closely with the catering & bar team regarding requirements, maintaining budgets and tracking profit & loss
- Ensure all licensing objectives and constraints are adhered to
- Ensure all H&S legislation and standards are maintained to the highest level
- Introduce, cost and promote new lines to maximise potential
- Bar management including line cleaning and routine maintenance
- Be available to support the bar & catering team as required
- Ensure all contractors meet their routine obligations
- Work collaboratively with the board, management team and members to ensure events run smoothly and efficiently
- Maintain a central calendar to include clear visibility of all activity
- Efficiently deal with booking enquiries

The ideal candidate will be:

- Experienced in bar & catering management
- Pro-active in looking at opportunities in both cost management and revenue realisation
- A problem solver with a can do attitude
- Flexible in relation to hours and duties
- Able to work in a fast-paced environment
- Attentive with an eye for detail

Competitive salary with benefits.