

Full Job Description



Venue Manager
Widcombe Social Club (WSC)
Bath BA2 6AA

An interesting opportunity has arisen for a general manager to take on the running of a high-profile venue within the heart of Bath. We are seeking an outstanding individual to oversee the bars, catering, events, and extensive room hire at WSC. You will enjoy leading the team to provide the best hospitality service for high profile music, comedy and community events, private functions and to local residents who use our social facilities on a regular basis.

Working alongside the management committee you will be responsible for all aspects of running and promoting the venue. You must be extremely well organised with strong people skills and an ability to manage and organise people. You will need a positive attitude and be adaptable to change.

You'll also need stamina, business acumen and a desire for responsibility. The committee have been managing the business on a day-to-day basis but after setting up and growing the business over the past 4 years are ready to hand over many responsibilities to a general manager, with the committee in future acting as an oversight and policy making group. We are focused in developing our business along with our workforce, so a willingness to going that extra mile will be encouraged and rewarded.

WSC is open 7 days a week, all day and evenings throughout the week for a mix of public events and private hire. The bars are open to the public during public events and for private functions as required. There is flexibility in your working schedule but weekend and evening working like most jobs in the licensed trade will be a necessity. Your weekly working hours will vary between a 40- and 48-hour working week depending upon events and any private functions.

As we are sure you know being a venue manager is more of a way of life than a job. You'll need bags of personality and a can-do attitude that might see you sorting out a blocked sink if that's what it takes to keep the business on track that day. You will need to be a friendly, self motivated manager to head up our small team and lead by example. Excellent communication skills and a positive outlook on life will be essential.

Your main duties are to make sure your customers are happy, bookings and events are well managed, WSC is well stocked and that your staff know how to provide great service.

Here are just a few more of your roles

- Looking after the customers' needs
- Making sound decisions and problem-solving
- Controlling your business and managing your margins
- Growing your sales
- Marketing the venue and its potential
- Management of bookings
- Communicating effectively
- Recruiting, training, and motivating your staff
- Doing regular stock-takes and ordering as necessary
- Handling deliveries
- Maintaining the condition of beer, wine and all aspects of bar and cellar management
- Overseeing or liaising with the kitchen

Keeping up to date with licensing legislation, and taking overall legal responsibility for the premises
Liaising with and reporting to the management committee
Enforcing health and safety rules
Adhering to budgets, increasing profits and managing cashflow
Dealing with difficult customer
Key holder responsibilities, including opening and closing.

Qualifications

Here at WSC it's more about using your experience of life and work rather than formal qualifications. Apart from adhering to the usual health & safety regulations, the only formal qualification you need is the National Certificate for Personal Licence Holders which you would need to immediately apply for should you not already hold it. Moreover, you will need to prove you are passionate about hospitality and have experience within the industry to management level.

You will be responsible for ensuring we remain legally compliant in our operation and will ensure all areas of our service operate in-line with company guidelines, such as cash handling, banking, stock use, orders etc.

Experience:

Venue management: minimum 1 year (preferred)
Bar management: minimum 1 year (preferred)
Catering management: minimum 1 year (preferred)
Licence/Certification:
Food Hygiene Certificate (preferred)
Personal License (preferred)

Job Type: Full-time

Salary: £26,000-£30,000 per year

Position is full time and permanent.

Additional pay:

Bonus scheme

Schedule:

Expected Start Date: July/August

Expected interview date: 14 June 2021

Application deadline: 31/05/2021

**To apply for this role (or for more information), please contact
jobs@widcombesocialclub.co.uk**