



JOB DESCRIPTION:

STEWARD

(Reviewed May 2011)

Responsible To

The Club Secretary / Manager

Responsible For

Permanent and casual bar staff, cleaning & catering staff.

General Description of Job

To provide an efficient and courteous service and ensure the security of the stock, cash and other club assets and cleanliness of the clubhouse premises.

Specific Duties

1. Provide an efficient and courteous service over the bar to members, their guests who must sign the visitor's book and to visitors who have paid a green fee or competition entrance fee.
2. Secure all money and assets of the club and pay to the Secretary, each day/week for banking, the bar cash receipts in excess of the float.
3. Ensure a high standard of cleanliness and hygiene is maintained throughout the Clubhouse premises.
4. Maintain strict security of the clubhouse including:
 - a) Activating and deactivating the Burglar Alarm system.
 - b) Opening and locking of all clubhouse doors and windows.
 - c) Switching off unnecessary lights and electrical equipment.
 - d) Protecting the Gaming Machines during closed periods.
5. In consultation with the Secretary, maintain adequate bar stocks.
6. Maintain an up-to-date record of supplies received and stock returned to the wholesalers with supporting documents.
7. Ensure all stocks are available for inspection during stocktaking periods.
8. Ensure all bars are opened and closed in accordance with the club's licensing hours.

- 9 Ensure bar equipment is maintained in good working order and is regularly cleaned; also the bar area.
- 10 In consultation with the Secretary engage extra bar staff in accordance with the anticipated workload and provide the Secretary with details of hours worked by such staff.
- 11 Attend to the despatch and receipt of the club's laundry.
- 12 Control the heating system in the clubhouse.
- 13 To be responsible under the Health & Safety at Work Act in ensuring that work is performed in a safe manner.

This is not intended to be an exhaustive list of duties and others may be added or be necessary to secure the proper performance of the job.

Disciplinary Procedure

The procedure is normally as follows:

- a) A first warning given verbally by the Secretary and confirmed in writing by him.
- b) A second warning given verbally by the Secretary, confirmed in writing by the Chairman of the Club Committee and setting out the disciplinary action to which he/she will be liable to in future.

Dismissal Procedure

If the Disciplinary Procedure fails to produce the required improvement, dismissal may be given by the Secretary acting upon the authority of the Chairman of the Club Committee.

Grievance Procedure

If an employee has any grievances relating to his/her employment, or concerning any action taken under the Disciplinary or Dismissal Procedures, the matter should first be discussed with the person to whom the employee is responsible. If still not satisfied, an appeal should be made in writing to the Club Committee, via the Secretary.

Summary Dismissal

In the event of serious or gross misconduct, the Club reserves the right to dismiss an employee instantly and without notice.

[This document is prepared for guidance and is accurate at the date of publication only. We will not accept any liability (in negligence or otherwise) arising from any member or third party acting, or refraining from acting, on the information contained in this document.]