

The Mount Lawley Bowling Club is seeking an experienced Club Manager to run the day-to-day operations of the Club. Reporting to the Club's President, the Manager has a key responsibility for delivering the best financial and social outcomes for the Club.

The Mount Lawley Bowling Club is a not-for-profit community-based club located in a Heritage listed clubhouse within Mount Lawley's Memorial Park. The Club has won the Bowls WA Small Club of the year on 5 occasions in the past decade including the last two years. The Club was also runner-up in Bowls Australia's Club of the Year for 2022.

The Mount Lawley Bowling Club has fantastic facilities including:

- A large function room – the Main Hall
- A smaller function room – the Lawley Room
- A modern Patio Area with inbuilt BBQ's overlooking the Clubs 'A' Green
- 2 bar areas, open as required
- Kitchen facilities
- State of the art audio visual and sound equipment
- 3 artificial surface Bowling Greens all with modern LED lighting

The Club hosts:

- Bowling events all year-round including pennant bowls on Tuesdays, Thursdays and Saturdays (Oct thru March)
- events such as weddings, parties and corporate conferences – the club hosts on average over 200 functions a year
- Gym and dance classes
- Barefoot Bowls

About the Role:

We are looking for an extraordinary, enthusiastic and highly motivated Club Manager.

This is a full-time position with flexible hours working as required on weekdays, weekends and evenings that will become available in the first quarter of 2023. A start date during the month of February will ensure a smooth handover.

The ideal candidate will have a proven track record in management, as well as experience in the hospitality or service industry. The role has a wide range of responsibilities, including overseeing all aspects of club operations, ensuring that everything is running smoothly and that all members and guests are having a positive experience. The Bar Manager reports to the Club Manager.

Key aspects of the role include:

Administration

- Manage all aspects of the day to day running and operation of a busy and popular club
- Manage the Club's facilities as per the lease with the City of Stirling
- Manage recruitment of all operational staff and contractors
- Negotiate and manage contracts with vendors and suppliers
- Manage the relationship with the Club's lessor the City of Stirling

- Work closely with the Committee on Annual and Long-term planning and budgeting
- Ensure compliance by the Club with all Local, State and Federal laws and regulations
- Maintain accurate records for all club transactions and activities
- Supervise cash handling, use of POS systems, banking and financial controls
- Ensure equipment and supplies are properly maintained

Functions, Venue Hire and Bar Operation

- Oversee the efficient running of the Club's bar
- Manage, schedule and oversee events and functions held at the Club
- Track and report on revenue and expense trends for functions and events

Marketing and Sponsorship

- Develop and maintain marketing strategies for the generation and retention of sponsors, function holders, venue hire clients and social members
- Maintain Club's membership database
- Active promotion of the club and its facilities using appropriate media
- Maximise use of the Club's facilities by the Community

The successful candidate must be equally comfortable front and back of house, able to create and maintain great relationships with members, the Executive Committee, staff, suppliers and the general community.

The key skills and capabilities that are required are:

- Experience in overseeing the running of a licensed bar
- Experience in managing staff and creating and implementing rosters
- Maintaining financial records and reports
- Sound knowledge of marketing strategies
- Excellent organisation and communication skills.
- Hold a valid RSA certificate
- Proficiency in Microsoft Office, POS systems, MYOB and other software relevant to the hospitality industry

Prospective candidates should forward their application by email to president@mlbc.org.au

Please include your resume (including qualifications and certificates) and a cover letter.

Enquiries regarding the position can also be emailed to president@mlbc.org.au

Closure Date

Applications for this position will close Friday 13 January 2023