

HALEWOOD TOWN COUNCIL

Job Description	
Job title	Development and Operations Manager – Bars & Functions
Accountable to	Town Manager
Date reviewed	January 2020

Purpose of the job

The primary purpose of the post is, at all times, working as part of the Town Council staff team, to be a representative Halewood Town Council: to the community, its stakeholders and partners, providing cost effective, high quality services and amenities which reflects the interest and expectations of the Halewood community, in accordance with the wishes and powers of the Town Council.

Specifically, the post holder will work with the Town Manager and Councillors to provide a dynamic approach to the marketing of the Hollies and Arncliffe Centres, and management of the bars and functions delivered by Halewood Town Council. The role will include management and supervisory responsibility and include significant weekend and evening work.

Duties and responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. Other duties may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Town Council.

Working within a Management Team

1. To work with and provide support to the Town Manager and Town Council.
2. To provide oversight and leadership to the marketing and operation of the bars and function spaces at the Town Council buildings in Halewood.
3. To hold a personal licence and undertake the role of Dedicated Premises Supervisor for the Town Council's licenced premises in accordance with the Licencing Act 2003.
4. To be aware of, and comply with all policies and procedures relating to the protection of children and vulnerable adults, supporting difference to ensure equality of access and opportunity irrespective of ethnicity, gender, political or religious affiliation and belief or disability.

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5. To ensure that lawful instructions of the Town Council in connection with its functions are undertaken expeditiously.
6. To contribute proactively to events, initiatives and projects as directed by the Town Manager / Council.
7. To promote and espouse high quality customer care and equality.
8. 'Cash Control': To be responsible and accountable for the security of all cash 'floats' required to support licenced premises and the 'end of function reconciliation' of cash and floats in liaison with the administration team of the Town Council.
9. To show a constant united front of management to staff and volunteers.
10. To support and collaborate with the Halewood community and the Town Council's other stakeholders and partners, in organising, developing and promoting community based activities and events.

Management & Supervision

11. To manage The Hollies and Arncliffe Centres Casual staff – Organising rotas, overseeing performance, approving holidays and other day-to-day supervision duties.
12. With the Town Manager, to co-ordinate the deployment of 'Support Officers' to the wider work of the Town Council including its bar functions.
13. To create a positive team atmosphere among staff members, ensuring feedback, coaching and effective management of all staff members, casual workers and volunteers.
14. To ensure staff are properly trained in the use of equipment and have the relevant protective clothing, where required.
15. Responsible for ensuring good levels of staff attitude and appearance.
16. To keep staff informed of Town Council objectives and standards.
17. To anticipate and report staffing issues to the Town Clerk / Town Council.
18. Achieve maximum profitability and overall success by controlling costs and quality of service, considering achievement of beverage sales and labour costs.
19. To purchase necessary consumable items in accordance with the Council's Financial Regulations. Ensuring that deliveries of consumables and other items purchased are of a desired quality.
20. With regard to bars and social functions, to undertake and review Health and Safety and Risk Assessments for the Hollies / Arncliffe Centres.
21. With regard to bars and social functions, to plan, monitor and review the Hollies / Arncliffe Centres contracts and suppliers.
22. Maintain records for inventory, labour cost, beverages and other costs.

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23. To act as the liaison for external providers providing services to Town Council functions i.e. Catering companies

Financial

24. To work with and support the Town Manager in matters relating to the role and responsibilities of Responsible Financial Officer.
25. Stock Control - the audits of 'wet' and other stock at Town Council licensed premises and the monthly preparation of stock reports.
26. Regulations – Ensure that the Town Council's Financial Regulations and Licencing laws/regulations are adhered to at all times.

Health and safety

27. To use equipment as instructed and trained.
28. To deal with any health and safety issues that may place individuals in danger.

Data Protection and Information Security

29. Implement and act in accordance with adopted Data Protection and Information Security Policies.
30. Protect the Town Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
31. Report actual or potential security incidents.

January 2020