



JOB DESCRIPTION: FRANCHISE AGREEMENT

(Reviewed May 2011)

Purpose

To provide:

- ☞ a comprehensive facility for the Club Members, guests, and visitors at all reasonable times.
- ☞ morning coffee, lunches, evening meals and bar snacks, as required between 9.00am and 10.00pm.
- ☞ specific types of catering for all Club Functions as requested, such as:
 - a) Club Matches and Competitions
 - b) Dances and Social Functions
 - c) Visiting Societies
 - d) Club Dinners
 - e) Events in the Club Fixture list and calendar

Responsible To

The Secretary/Manager, or other nominated person on behalf of the Management Committee.

Responsible For

Catering facilities

Responsibility

Caterer: Self employed/ hold the Catering Franchise.

Principal Duties Security

Responsible for the Security of the Clubhouse premises and Club property once made secure and alarm set by the Bar Staff and opening the Clubhouse in the mornings at 7.30am.

Staffing

The allocation of work, duties and rota's to provide an efficient use of resources available to the varying requirements of the Club.

Staff Induction & Training

To also promote efficient working practises and to explore effective use of the facilities within established guidelines.

Furniture

Responsible for the displacement and relocation of furniture to suit the requirements of specific functions.

Standards

Maintenance of standards with regard to cleanliness, Health and Safety at Work and Dress Regulations.

Procedure

The allocation, issue and updating from time to time of operational procedures.

Catering

To oversee catering and liaise over all arrangements.

Report

Report to the Secretary/Manager, or a nominated person on a weekly basis, and to meetings of the House Committee.

Discipline

To be responsible for the discipline and efficiency of staff under their control.

Provision

To provide, at own expense, ancillary staff needed to provide the catering service, the hire of additional staff for functions, table decorations, laundering of linen, tea towels, oven cloths, etc.

Prices

Once prices have been agreed, to maintain a good quality value for money service. Any proposed changes to prices are subject to justification and discussion with the Secretary/Manager and ratification by the House Committee/Management Committee.

Quality

To use at all times the best quality foods including the encouragement and use of 'Home Cooking'.

Insurance

Provide adequate insurance cover for all staff employed in addition to Public and Employers liability Policies.

General

The particular duties and responsibilities attached to the appointment are of necessity, in many cases, somewhat difficult to define and may vary occasionally without changing the general character of the appointment.

[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.]