



Bar and Facilities Manager

Thame Town Cricket Club

Overview

Thame Town Cricket Club (TTCC) is seeking an experienced, proactive **Bar and Facilities Manager** to oversee the day-to-day management of our clubhouse, bar, and associated facilities. The successful candidate will ensure smooth operations, deliver excellent customer service to members and guests, and create a welcoming, efficient, and compliant environment for all users of the club.

Key Responsibilities

Bar and Catering Management

- Lead and manage all clubhouse operations, ensuring compliance with health, safety, and licensing regulations.
 - Oversee bar and kitchen functions, including stock control, purchasing, supplier relationships, and cost management.
 - Supervise and support bar and catering staff, including rota organisation, training, and performance management.
 - Deliver a consistently high standard of customer service to members, guests, and event attendees.
 - Manage supplier relationships with Carlsberg Marstons, Dayla, and other breweries, handling orders, deliveries, and maintenance.
 - Maintain and reconcile stock levels, cash handling, and EPOS/bar till systems (including cloud maintenance).
 - Process income and payments using Sage accounting software and manage card reader attestations.
 - Promote and support TTCC events, functions, and community activities to drive engagement and revenue.
 - Maintain valid and up-to-date certifications for food hygiene, first aid, and alcohol licensing.
 - Recruit, train, and manage part-time and casual bar staff as needed.
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Facilities Management

- Promote clubhouse facilities for external bookings to maximise usage and income potential.
 - Handle enquiries and bookings (regular and one-off), maintaining an accurate diary system and clear communication with hirers.
 - Prepare and issue invoices through Sage, and monitor/chase outstanding payments.
 - Record staff hours and provide payroll details to the Treasurer for the monthly wage run.
 - Manage cleaning and maintenance schedules, liaising with contractors and service providers (cleaners, window cleaners, utilities, etc.).
 - Compare supplier costs and negotiate value-for-money contracts and services.
 - Attend meetings with sponsors, hirers, the Town Council, the Barns Centre, and the Day Centre as required.
 - Manage building safety, including fire warden duties, security systems (alarms, CCTV), and keyholder records.
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General Duties

- Purchase and maintain supplies for the coffee machine, kitchen, and hygiene products.
 - Provide cleaning cover when required for both ground and first floors.
 - Open and close the clubhouse for hirers, events, and day-to-day operations (including evenings and weekends).
 - Set up rooms for meetings, community events, and the Day Centre.
 - Respond promptly to emergency situations and ensure all fire and safety protocols are followed.
 - Attend committee meetings as required and contribute to the ongoing improvement of club operations.
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Key Skills and Attributes

- Proven experience in bar, hospitality, or facilities management.
 - Strong leadership and people management skills.
 - Excellent organisational, communication, and problem-solving abilities.
 - Financial awareness and experience using Sage or similar accounting systems.
 - Ability to work flexibly, including evenings and weekends.
 - A hands-on, proactive approach with a commitment to maintaining high standards.
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Additional Information

- Reports to: TTCC Committee / Treasurer
- Location: Thame Town Cricket Club, Thame, Oxfordshire
- Hours: Flexible, including evenings and weekends as required
- Salary: Commensurate with experience