
QUILPIE CLUB INC

We are currently seeking a Full-Time Club Manager

The position would require a Self-motivated person
with a friendly but professional attitude towards
customers, staff, suppliers etc

This is a hands-on role covering every facet of the
Club

RSA, RSG, Police Check essential

Knowledge of Gaming Machines and previous
experience in the industry is preferred but not
essential, training can be provided if required

For further information please contact

David Kent (President)

0400 055 898

davidkent999@yahoo.com

Position Description

Position Title: Quilpie Club Inc -Club Manager

Reports to: The Board

Accountability: To undertake the duties of the general management, promotion and supervision of the club's activities, functions, and business and the direction, supervision and control of all other staff.

Qualifications: The completion of a standard of training, or has equivalent experience and skills deemed by the employer, as suitable for the position.
RSG, RSA, Police Check (all essential) Gaming Machine Licence (can be obtained later) First Aid Certificate

Liaises with: Club Members, Suppliers, Employees and other Associated individuals or groups.

Authority: As set down by the Board.

Administration

- The implementation of club policy as laid down by the Board of Directors;
- The implementation of Board of Directors instructions;
- Reporting to the Board of Directors including a written report to the Board on the running of the club since the last monthly report was written;
- Recommending courses of action to Board of Directors.

- Supervision of preparation of up-to-date membership lists and registers;
- Supervision of preparation of statutory returns relating to:
 - poker machines;

- Delegation of authority and responsibility to staff.
- Explanation, and general supervision, of duties of staff members;
- Negotiations with staff and dispute resolution;
- Training and development of staff;
- Maintenance of effective employer/employee relations;
- Maintaining a close working relationship with the Workplace Relations Team at Clubs Queensland.

Bar operations

- Responsibility for liquor purchasing;
- Responsibility of stock control procedures;
- Supervision of security of bar areas;
- Responsibility for security of cash takings;
- General control of effective and economical staff rostering;
- Analysis and interpretation of bar trading results;
- Responsibility for hygiene in bar areas; and
- Responsibility for standard of liquor service.
- Implementation of Responsible Service of Alcohol practices and procedure

Poker machine / Gaming operations

- Maintenance of up-to-date knowledge of models and their operations;
- Arranging for maintenance and repairs;
- Prevention of frauds;
- Responsibility for supervision of cash takings procedures; and
- Analysis and interpretation of trading results.
- Implementation of practice and procedures for the Responsible Conduct of Gaming.

Premises operations

- Responsibility for supervision upkeep and maintenance of club property buildings and capital equipment in all club areas;
- Responsibility for checking of need and arranging for maintenance and repairs;
- Responsibility for arranging for overall club major maintenance and repairs, in accordance with expressed policy of the Board;
- Planning and co-ordinating of activities in connection with renovations or extensions, in accordance with expressed policy of the Board;
- Submission of samples and/or tenders for selection by the board of furniture and fittings;
- Responsibility for security for all stocks and moneys in the club; and
- Responsibility for security and safety of premises.

Club promotion / Entertainment

- By personal conduct and bearing, the maintenance of good relations with members, exemplified by prompt:
 - Handling of members' complaints;
 - Dealing with intoxicated members and guests;
 - Social activities with members.
 - Production of Members Newsletters and Journals
 - Creation, Production and Implementation of Strategic Marketing Plans
- Responsibility for club entertainment.
 - Determine programmes and schedules for functions/entertainment
 - Supervision of engagement of artists, in accordance with Board policy;
 - Supervision of arranging and publicising entertainment.
- Organisation, planning and promotion of club functions.
- Maintenance or establishment of club's community activities, in accordance with the expressed policy of the Board;
 - Facilitating support to charities;
 - Establishing alternative areas of community involvement.
- Maintenance or establishment of relations with organisations and Government departments;
 - Employers' associations;
 - Industrial unions;
 - Liquor licensing division;
 - Treasury/gaming.

Club information and technology operations

- Responsibility for supervision establishment, upkeep and maintenance of club information and technology systems and capital equipment including but not limited to, Club Facebook and computer hardware

Such other commensurate general management duties as directed by the Board