



# Prees Cricket & Recreation Club

## MANAGER & ASSISTANT MANAGER

**Prees Cricket and Recreation Club is one of Shropshire's premier sports and community clubs. The club offers a wonderful range of sporting facilities including, football, crown green bowling, cricket, snooker, pool, pickle ball, table tennis, two 3G all-weather football pitches, darts, and dominoes.**

Set in beautiful countryside, the club also offers a superb function room, bar and catering facilities, and prides itself on its warm and welcoming atmosphere.

We are currently looking to recruit a full-time Manager and a part-time Assistant Manager to oversee the day-to-day running of the club. These rare and fantastic roles will be responsible for the club's continued success, and will take over from our current husband-and-wife team, who have taken the club from strength-to-strength over the last 18 years.

Working hours will include evenings and weekends, which are reflected in our extremely competitive pay offerings. Further details will be provided at the point of interview.

We are looking to fill the roles individually, however, couple are also welcome to apply.

### What will the Manager role involve?

- Dealing directly with members of the public, customers, sports teams, players and the local community. Ensuring a warm, welcoming and friendly atmosphere and environment.
- Managing club membership and the associated card system.
- Overseeing the scheduling and booking of sports activities and functions, and the associated additional requirements, including food bookings etc.
- Staff management and the organisation of weekly staff rotas. Recruitment, selection and training.
- Overseeing stock control including; cellar management, replenishment and purchasing.
- The main point of contact for suppliers and potential suppliers. Responsible for pricing and negotiations and, building and maintaining excellent working relationships.
- Ensuring club facilities, grounds and buildings are fit-for-purpose and maintained at a high-level.
- Bar work and ad-hoc basic food preparations.
- Reporting directly to the Committee.

### What will the Assistant Manager role involve?

- The administration and co-ordination of bookings, including those associated with sports and functions, and general administrative tasks.
- Overseeing monetary related duties.
- Collating weekly financial information, providing breakdowns and analysis.
- Preparing and organising weekly rotas, ensuring adequate staffing.
- Overseeing holiday management.
- Compiling and submitting staff timesheets for Payroll.
- Bar work and ad-hoc basic food preparations.
- Supporting the Manager as required, potentially stepping-up in their absence.

### What are we looking for?

- Previous experience in hospitality (essential).
- Individuals with a keen interest in sport (desirable).
- Excellent customer service, communication and organisational skills.
- Sociable, positive and proactive, with the ability to operate in a fast-moving and busy environment.
- Passionate, with community spirit.
- Keen negotiation skills and a business mindset.
- The ability to make sound and balanced decisions.
- Registered holder of an APLH certificate.

Application with CV and relevant experience should be sent to: [preesrec75@gmail.com](mailto:preesrec75@gmail.com)  
No agencies, thank you.  
Closing date: 30th April 2024.