

## Job Description

### **Volunteer position: Bar & Lettings Director**

#### **Duties:**

#### **Oversee Lettings Management**

Supervise the Lettings Manager who does the following:

- emails / calls potential lettings clients
- meet potential hirers and shows them round
- agrees and issue terms and ensure payment is received
- oversees entry and get-out for an event and the securing of the hall
- Liaises with Slimming World and British Gas (ensuring monthly hall hire fee is paid)

Authorise any contracts or enquiries or which the Lettings Manager refers on.

Apply for any required late licences via Bromley Licensing at least 10 workings days before an event.

#### **Oversee Bar Management:**

Supervise the Bar Manager who does the following:

- Stock Control & cleanliness of Bar
- Organises Bar Rota
- Cash Control,
  - Empties light meters every Tuesday and Thursday evenings
  - Empty the stamp machine every month
  - Empties drinks machine in kitchen of monies and replenishing each week
  - Compiles weekly banking sheet, and prepare the cash for weekly banking
- Manages the drinks machine in kitchen
  - Arranging for engineers to repair drinks machine should it become faulty
  - Manages supply of tennis balls
  - Ordering stock to sell to members
  - Putting tennis balls in the ball cupboard on Wednesday eves ready for Thursday eve club play and on Thursday nights ready for Sunday morning club play
- Alarm and Security

**Maintain and keep up to date the list of key holders / fob holders for the Bar**

**Liaise with the Premises Director and the Alarm company, as required**

**Liaise with Events Director and Chair of Tennis over planning / staffing of internal events**

**Convene the Bar Committee, annually**

Sydenham Tennis Club is the trading name of Sydenham Lawn Tennis and Croquet Club Ltd.  
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- To establish prices
- Review opening hours
- Review Staffing
- Ensure a stock stake is done annually at the end of March in preparation for year-end finances.