



CITY & COUNTY OF SWANSEA INDOOR BOWLS CLUB

BEAUFORT ROAD, PLASMARL, SWANSEA SA6 8AX

TEL : 01792 771728 / sibc@live.co.uk

www.swanseaindoorbowls.co.uk

We would like to hear from individuals interested in joining our small team here at Swansea Bowls once our Winter season gets underway.

Due to current Covid19 restrictions, we're unable to confirm the exact dates or hours, but all being well, fixed contracts will be for the period mid-September 2021 to the end of March 2022. The hours below are given as a guide only.

DEADLINE : Friday, 30th July 2021.

EVENING STEWARD

Monday – Friday : 5pm – 8pm / 10pm *

Hourly Rate : £10

WEEKEND STEWARD

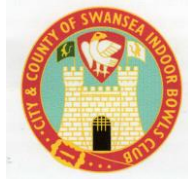
Saturday & Sunday : 9.15am – 2.15pm / 7pm *

Hourly Rate : £10

** subject to demand*

General Duties : Taking and arranging rink bookings; reconciling payments; implementing Covid19 protocols; opening and securing the building; operating the Club Bar; general administration.

Training will be provided where necessary.



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JOB DESCRIPTION

Job Title : STEWARD

Reports to : THE STADIUM MANAGER

Role Objectives : To assist in the day to day running of Swansea Indoor Bowls Ltd; providing a safe, comfortable and clean environment for the benefit of its members and users.

KEY RESPONSIBILITIES - STEWARD :

- Opening and securing the building in accordance with the procedures laid out by the Stadium Manager, with particular emphasis given to Health & Safety
- Undertaking and enforcing prevailing COVID-19 protocols as set out by the Stadium Manager and Covid-19 Officer
- Covering Reception – to include answering the telephone, dealing with queries from club members and members of the public and providing a high calibre of front of house service
- Ensuring that all areas of the Stadium are presented to the highest possible standard – with particular emphasis given to cleanliness and Covid-19 sanitizing procedures
- Co-ordinating rink bookings within the parameters of the Club's opening hours and general availability
- Assisting with arrangements relating to the Club's fixtures, including the provision of fixture cards
- Processing membership, tournament and locker application forms and their associated payments
- Managing and reconciling all financial transactions undertaken whilst on duty and adhering to the Club's procedures for safe deposits
- Working in conjunction with - and assisting - the Stadium Manager with arrangements relating to major events and additional functions which may arise from time to time
- Other tasks as necessary



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KEY RESPONSIBILITIES – BAR :

- To open and secure the bar area in keeping with agreed times
- To provide an exceptional standard of service to all visitors
- To demonstrate a good knowledge of the products on sale and advise customers accordingly
- To demonstrate a good working knowledge of all bar facilities and machinery (including Line Cleaning and changing of barrels)
- To ensure that the standards of cleanliness and hygiene in the bar and function room areas are of the highest order at all times and well presented
- To ensure all bar equipment is kept clean
- To adhere to the cleaning schedules, health & safety check lists provided and Covid-19 protocols
- To dispose of waste in keeping with the Club's general arrangements
- To make regular collections of used glasses from the function room and rink area
- To monitor stock levels in order to meet users needs
- To ensure stock is rotated according to sell-by dates and any out-of-date products removed from sale immediately
- To abide by and enforce appropriate licensing regulations
- To undertake pre and post float checks at the start and end of each shift
- To manage and reconcile all financial transactions undertaken whilst on duty and adhere to the Club's procedures for safe deposits
- To adhere to all fire procedures
- Other tasks as necessary

THE POST HOLDER WILL BE EXPECTED TO DEMONSTRATE :

- A very high commitment to reliability and time keeping
- Ability to work under pressure with accuracy and attention to detail
- Commitment to high quality customer service and prevailing Covid-19 protocols
- Willingness to attend training courses as and when appropriate
- Provide cover when needed