



# AGM 2024 - ROLE INFORMATION SHEET

## CLUBHOUSE OFFICER

### WHAT YOU'LL DO

Be responsible for the management and good running of all aspects that relate to our Clubhouse premises, bar, and kitchen operations. You'll run the Clubhouse facility, so it acts as a popular and profitable social hub for members and visitors alike.

### KEY ASPECTS OF THE ROLE

- Manage the bar's finances, keeping accurate records and liaising with the Club Treasurer.
- Update all licences and accreditation required (such as serving alcohol, entertainment, health and safety and food hygiene) and comply with all the relevant laws.
- Purchase and maintain stock levels. Ensure the bar is always stocked and staffed during opening hours for matches, events, and socials.
- Recruit, train, and oversee all staff including behind the bar, kitchen, security, and cleaners.
- Coordinate rota of duty managers and bar volunteers.
- Manage external suppliers and cleaners.
- Ensure the facility is fit-for-purpose for each Section, including managing storage and access.
- Promote the bar as a venue, its regular deals, and events for members as well as the public.

### IS THIS ROLE FOR YOU

If you are after a highly rewarding and stimulating role in which you will be heavily involved in the in the day-to-day management of the Club and in developing the Club's facilities for all members, this is the role for you.

**Current Role Holder: Toby Sanders** ([clubhouse@millwallrugby.com](mailto:clubhouse@millwallrugby.com))

<b>Intends To Stand Again</b>	No	<b>Time per week required</b>	10 hours
<b>Main achievements for S2023/24</b>	<ul style="list-style-type: none"> <li>- Repriced bar products to reflect increased wholesale and energy costs and further encouraged membership.</li> <li>- Refreshed Clubhouse with new LED lighting.</li> <li>- Recruited new Duty mangers &amp; Bar Staff volunteers.</li> </ul>		
<b>Main challenges for S2024/25</b>	<ul style="list-style-type: none"> <li>- Increasing bar revenues further - rent needs to be paid and the rugby side of the club will always need supporting.</li> <li>- Recruiting more bar staff and DMs to replace those departing.</li> <li>- Finding cost effective ways to improve the interior of the clubhouse.</li> <li>- Procuring a new till and card reader.</li> </ul>		