



# **GAWLER & BAROSSA JOCKEY CLUB**

## **JOB DESCRIPTION**

### **MANAGER**

The Club Manager is responsible for the day to day management of the Gawler & Barossa Jockey Club business and is accountable to the Committee for the planning, organizing and directing of those activities. The Club Manager is required to make a comprehensive management report to the Committee each month outlining the performance of the Club's business compared with its Business Plan.

The Club Manager has overall responsibility to ensure the Club provides effective and efficient service to the Committee, its members, trainers and visitors.

### **Abilities & Skills Required**

This is a full time "hands on" position and necessarily involves night and weekend work. Hours of work will depend on race meetings, functions and other activities of the Club.

To be effective in this role the Club Manager must be:

- customer focused with strong interpersonal (communication) and marketing skills
- a capable leader with good supervisory and organizational skills
- a manager with the skills to achieve financial and operational targets
- a troubleshooter who, in a timely manner, addresses any issues which arise that affect the Club

The role of the Club Manager must be focused on three key parts of the Club's business :

1. Racing Club Administration
2. Racecourse, Training Tracks and Grounds Maintenance
3. Function Centre Management

Typical work activities include:

**Racing Club Administration:**

- Ensure maintenance of proper records, including preparation of accurate minutes and financial accounts
- Financial management, cash security/auditing & banking
- Managing the Club's wage system
- Managing the accounts receivable & accounts payable systems
- Developing a program to attract sponsorship and implementing this
- Developing a program to aggressively grow the Club's membership
- Sponsorship and Membership programs will involve, amongst other things, communications, newsletters, advertising, and event planning
- Industry liaison.

**Racecourse Maintenance, Cleaning & Security:**

- Monitoring the performance of contractors and staff to ensure the racecourse remains in a sound condition
  - Electrical
  - Air Conditioning / Refrigeration
  - Plumbing
  - Gardening
  - Daily cleaning
  - Rubbish Removal
  - Track maintenance
- Carrying out inspections of the property
- Managing the watering plan
- Ensuring security is effective
- Liaising with trainers and stewards to ensure the track meets their requirements
- Ensuring that there is a safe environment for all staff, contractors and the general public, and that all Occupational, Health Safety & Welfare legislation is enforced

**Trainers:**

- Liaising with the Gawler Racehorse Trainers' Association Inc to ensure the legitimate concerns of these important customers are addressed quickly.

**Function Centre Marketing:**

- Developing plans to effectively promote and market the business. This will involve plans for Race Meetings as well as other functions such as weddings, promotional events, end of year functions, etc..

- Actively canvass other clubs, businesses and the community in general to encourage use of the facilities. This will involve personally visiting prospective customers
- Meeting and greeting customers/sponsors on race days and other functions
- Reacting to customer complaints and comments positively
- Assessing the effectiveness of promotions and initiating new promotions as appropriate to stimulate customer interest
- Maintaining good rapport with sponsors and other business allies. eg Coopers Brewery

#### **Function Centre Financial Control:**

- Preparing and Managing budgets and financial plans
- Achieving profit targets
- Overseeing a monthly stock count routine to ensure the accuracy of kitchen & bar stock values
- Monitoring daily cash / float balances
- Verifying / checking and processing invoices
- Managing the point of sale system to achieve required profit margins
- Ensuring bar stock is replenished, rotated and displayed effectively.
- Checking that bar equipment (consumables) is reordered and maintained at levels that will ensure we never run out

#### **Liquor Licensing & Gambling Code of Practice Compliance:**

- The Club Manager must be “badged” as a Responsible Person as per the Liquor Licensing Act and must organize other staff to be approved as required by the Act and the operations of the Club
- Each month complete the Liquor & Gambling Code of Practice Compliance Checklist. Rectify any deficiencies
- Ensuring the Club meets its obligations with respect to the responsible service of alcohol and gaming services
- Ensuring compliance with health and safety and other statutory Regulations

#### **Staff Management:**

- Providing leadership that will ensure our employees understand the importance of customer service and their role as racing and function centre promoters
- Effectively roster staff with allocation of duties to match customer demand
- Achieving wage targets within the overall budget
- Supervising and coaching staff to ensure routine tasks are completed

- Monitoring the performance of staff and counselling staff as required to address any deficiencies
- Recruiting new staff as required and ensure employment paperwork (job offer, tax declaration, super docs, etc) is completed before employment starts
- Organizing training for new staff, including OHS&W training, Liquor Code of Practice and Responsible Gambling Code of Practice training. Ensuring new employees sign the Training Register

### **Extent of Authority**

The Club Manager will have the authority to make decisions necessary for the effective and efficient operation of the Club, provided they are within the bounds of Club Policy.

### **Remuneration Package**

This can be negotiated dependent on the applicant's background and experience. A motor vehicle may be included in this.