



Kenilworth Rugby Football Club Limited

The Jack Davies Memorial Ground, Glasshouse Lane, Kenilworth, CV8 2AJ.
email: secretary@kenilworthrugby.co.uk · tel: 07790847162 (Secretary)

Job Description: Assistant Bar Manager

Role Purpose

Kenilworth RFC are seeking a reliable, proactive Assistant Bar Manager to support the Clubhouse Manager in delivering a high-quality bar and hospitality experience for members, guests, and visiting teams. The Assistant Bar Manager will help oversee day-to-day bar operations, maintain excellent standards of service, and ensure the clubhouse remains a welcoming, safe, and well-run environment.

This role is hands-on and operational, with particular responsibility for cellar management, stock control, glass-washing, bar hygiene, rota support, supervising bar staff and leading marketing and promotional activity. The Assistant Bar Manager will act as a key point of contact in the absence of the Clubhouse Manager and will contribute to the smooth running and commercial success of the clubhouse.

Key Duties & Responsibilities

1. Customer Service & Member Engagement

- Provide a visible, welcoming presence during opening hours.
- Ensure members and guests receive prompt, courteous, and high-quality service.
- Handle customer queries, feedback, and minor complaints professionally, escalating where appropriate.

2. Cellar & Stock Management

- Maintain the cellar to a high standard, ensuring correct storage, rotation, and handling of all products.
- Change barrels, clean lines, and ensure all cellar equipment is functioning correctly.
- Monitor stock levels, conduct regular stock counts, and report variances to the Clubhouse Manager.
- Assist with ordering, deliveries, and safe storage of stock.
- Ensure compliance with all hygiene, safety, and licensing requirements relating to cellar operations.

3. Bar Operations & Glass Renovation

- Oversee the cleanliness and organisation of the bar area, glasswash area, and back-of-house spaces.
- Manage glass renovation processes, ensuring glassware is clean, polished, and fit for service.
- Ensure bar equipment is maintained, cleaned, and reported for repair when required.
- Support the Clubhouse Manager in maintaining high standards of product quality, presentation, and service.

4. Staff Supervision & Rota Support

- Lead by example to promote a positive, friendly, and professional working environment.
- Assist with supervising bar staff during shifts, ensuring excellent customer service and adherence to club standards.
- Support the Clubhouse Manager in preparing staff rotas and ensuring adequate cover for peak periods.
- Help train new staff in bar procedures, cellar operations, and customer service expectations.

5. Compliance, Safety & Housekeeping

- Ensure all bar operations comply with licensing laws, health & safety regulations, and club policies.
- Support the Clubhouse Manager in maintaining accurate records (cleaning logs, line cleaning, temperature checks, etc.).
- Assist with opening and closing procedures, including security checks.

6. Events & Match Days

- Support the setup, delivery, and breakdown of club events, match days, and private functions.
- Work collaboratively with volunteers, caterers, and committee members to ensure smooth event operations.

7. Marketing, Promotions & Social Media

- Take responsibility for the creation and coordination of marketing materials to promote club events, match days, and bar products.
- Design and produce engaging posters, flyers, and digital content for use within the clubhouse and across communication channels.
- Manage and maintain the club's social media presence, including planning, creating, and scheduling content to drive engagement and attendance.
- Ensure timely promotion of fixtures, events, offers, and key club activities across relevant platforms.
- Work with the Clubhouse Manager to plan and deliver promotional campaigns that increase footfall and bar revenue.
- Monitor engagement and respond to messages or comments where appropriate, maintaining a professional and welcoming tone.
- Ensure all materials align with the club's branding and present a consistent, professional image.

Requirements

Essential

- Experience working in a bar, pub, or hospitality environment.
- Basic understanding of cellar work (training can be provided).
- Strong customer service and communication skills.
- Ability to work evenings, weekends, and match days as required.
- Reliable, organised, and able to work independently when needed.
- Physically able to lift barrels, move stock, and support event setup.
- Positive attitude and ability to work well within a team.
- Competent in Microsoft applications (Outlook, Word, Excel, Powerpoint).
- Confident in creating basic marketing materials and written communications.

Desirable

- Experience supervising staff or leading shifts.
- Knowledge of stock control processes.
- Personal licence holder (or willingness to obtain).
- Experience working in a sports club or community venue.
- Experience managing or contributing to social media accounts for a business, club, or organisation.
- Experience creating marketing materials (posters, flyers, digital content).
- Familiarity with Canva or similar design tools.

Additional Notes

The Assistant Bar Manager will be expected to undertake any reasonable duties requested by the Clubhouse Manager or committee. Training will be provided where required, including cellar management, licensing compliance, health & safety procedures, and club systems.