



APPENDIX A

JOB DESCRIPTION

JOB TITLE: CLUBHOUSE ASSISTANT – SHOOTING SCHOOL

DEPARTMENT: SHOOTING SCHOOL

REPORTING TO: CLUBHOUSE OPERATIONS MANAGER

Duties to include but not limited to:

- Reporting directly to the Clubhouse Manager, working closely to achieve the exceptional levels of service expected by our customers and club members.
- Dealing with customer face-to-face, over the telephone and via email. Taking bookings and dealing with club memberships details and gift voucher requests.
- Daily housekeeping of the clubhouse and all amenities to ensure clubhouse and grounds are maintained and are clean and tidy for use at all times.
- Providing cover for the general running of the shoot club house, including providing refreshments and taking payments.
- Level 2 Food Hygiene preferred but not essential.
- Previous experience in retail or catering is desirable.
- Providing input and assistance as required at corporate events
- Providing holiday cover where possible
- Use of interactive booking system and till to process bookings and payments.
- To ensure that full awareness of health and safety procedures are followed in accordance with health and safety policies.
- Other duties as specified and requested by members of the Board.