

**APPENDIX A**

**JOB DESCRIPTION**

**JOB TITLE:** CLUBHOUSE ASSISTANT MANAGER – SHOOTING SCHOOL

**DEPARTMENT:** SHOOTING SCHOOL

**REPORTING TO:** CLUBHOUSE MANAGER

**HOURS:** 40 HOURS PER WEEK  
(Monday, Wednesday, Thursday, Friday & Saturday)  
(to include evenings, weekends and bank holidays)

**SALARY:** £22,000 per annum

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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 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.
- Authorised person for daily cashing up duties.
- Level 2 Food Hygiene required to provide onsite catering services within the clubhouse.
- To ensure regular noise testing is completed and accurate records kept.
- Assisting with the stock control, keeping inventory records accurate and current. Ensure stock counts are completed prior to the end of the month for the Accounts Manager.
- Working alongside the Clubhouse Manager dealing with all corporate event bookings, liaising with instructors and catering options regarding each event.

**Increased responsibilities required in Clubhouse Managers absence, to include but are not limited to:**

- Responsible for the production of rotas and planning of daily operations.
- Continue to ensure that the team are following the new procedures and processes in place.
- Responsible for all social media accounts ensuring that we are active and have a good brand image.
- Responsible for managing all budgets for the running of Fennes Shooting School. To include analysis of the profit and loss, ensuring that all areas are kept within budgets set.
- Complete stock orders in a timely fashion to ensure that we have sufficient levels of stock in line with delivery lead times.
- Provide a detailed weekly report for the Board of Directors to cover areas such as profit, staff, issues, achievements and areas of the business that require attention.
- 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.