



Centurion Residential Estate Sport & Social Club trading as

Centurion Country Club

Centurion Country Club is looking for the ideal candidate to fill the position of Duty Manager.

Interested applicants may forward their CV to edwin@centurioncountryclub.co.za

Applications close on Friday 31st January 2022.

A detailed job description will be found below.

JOB DESCRIPTION of DUTY MANAGER

JOB TITLE: DUTY MANAGER

REPORTS TO: F&B MANAGER

PRINCIPAL ACCOUNTABILITIES:

Laisse and co-ordinate with clients, run functions, conferences, maintain Patio and Halfway House operations.

RESPONSIBILITIES:

- Ensuring employees are offering exceptional customer service
- Making sure customers are happy with the service and products
- Delegating duties
- Assisting store managers
- Helping to implement store policies
- Routing sales productivity reports to staff
- Motivating employees
- Handling cash and end of day checking
- Managing store cleanliness and organization
- Dealing with customer complaints and issues
- Overseeing delivery of consistent quality customer experiences in all food and beverage outlets in the club including banqueting / function business
- Control of all costs and stock to ensure Club profitability
- Responsible for high standards of health & safety, hygiene, customer service
- Contributing to initiatives to develop business, improve staff skills and guest satisfaction