



## Café / Bar Manager (Steward)

**Salary:** £17.50 per hour (approx. £27K)

**Hours:** 30 hours per week, flexible

**Holidays:** Statutory holidays

**Contract:** 2-year Fixed Term Contract (bonuses built into Year 2) with an option to renew after Year 2 if both parties agree)

**Location:** Penzance Tennis Club

**Start Date:** Monday 2<sup>nd</sup> March 2026

## Why Join Us?

Penzance Tennis Club is a warm, welcoming, and community focussed members' club set in the beautiful surroundings of Penlee Park. We're looking for a friendly, energetic, and hands-on Café/Bar Manager to oversee our café and bar operations and help us grow what we offer to both members and the public.

This is a unique opportunity to shape the future of our clubhouse—developing new ideas, expand opening hours, coordinate special events, and working alongside a team of staff and volunteers, which you can help create. *If you love developing inviting spaces, enjoy working with people, and take pride in running an efficient, friendly operation, we'd love to meet you.*

## Benefits

- Pension
- 25 days holiday
- Sick pay
- Free club membership
- Free daily meal

## About the Role

We are recruiting a Café/Bar Manager (Steward) to take responsibility for the day-to-day running of our café and bar. You'll work closely with the club committee to create a positive and engaging environment while ensuring the smooth running of all food and beverage operations.

You will also play a key role in supporting the club's development—extending opening hours, increasing the use for functions and events, and helping ensure the clubhouse is open and welcoming for all. A "can-do" attitude is essential, and an interest in tennis is always a bonus!

Penzance Tennis Club features seven floodlit tennis courts, a mini court, a spacious café area, a bottle bar, and a covered terrace overlooking Penlee Park. With current reduced public hours (10–2 daily), there is huge potential to grow—and we would value your input and creativity.

# Key Responsibilities

- Opening and closing the café and clubhouse during service hours
- Managing rotas and ensuring appropriate staffing levels
- Training staff, including ensuring basic food-handling certification
- Maintaining excellent customer service standards
- Coordinating additional staff for large events, matches, and functions
- Managing catering for events and team fixtures
- Ensuring the areas of the clubhouse café kitchen and public areas are kept clean and well-maintained
- Ordering stock weekly, including wholesale and local suppliers
- Ensuring food and drink storage meets all safety guidelines
- Reporting monthly takings and performance to the committee
- Supporting and coordinating occasional volunteer bar staff
- Working with the committee to plan and prepare for upcoming events
- Distributing information about the club to members of the public and acting as an ambassador for the club
- Ensure familiarity and compliance with the club's annual business insurance requirements
- Management duties/point of contact to ensure repairs to the club can be managed as needed.
- When on duty be the point of contact for emergencies or incidents within the club.

# Who We're Looking For

## Essential:

- Proven experience in a café, bar, or hospitality management role
- Level 2 Food Safety & Hygiene Certificate
- Excellent customer service and communication skills
- Strong leadership and team-management abilities
- Financial awareness and experience with budgeting
- Knowledge of health & safety regulations
- Calm under pressure and confident managing multiple tasks
- Highly organised with strong attention to detail
- Positive, proactive, and flexible approach
- Ability to work evenings, weekends, and holidays when required

## Desirable:

- Experience working with committees or supporting club events
- Knowledge of organising member social activities

# How to Apply

Please email your CV and a supporting letter/email to **brett.synergic@outlook.com** by **5th January 2026**. Interviews will be held on **14th January 2026**.

For an informal chat about the role, contact **Brett Dye**, Chair of Penzance Tennis Club, using the email above.

As a Café/Bar Manager, you will have the opportunity to lead a dedicated team, deliver outstanding service, and play a vital role in the continued success and growth of our club. **We look forward to meeting you!**