

TOPEKA CLUB OF TOPEKA | 2023/2024
JOB DESCRIPTION

POSITION TITLE: Assistant Club Manager
REPORTS TO: Club Manager
PURPOSE OF POSITION: This position assists the Club Manager in scheduling and maintaining all theatre Club services pertaining to the food, beverage and personnel services during TCT productions and functions
SUPERVISES: Bar, Bus and wait staff, and safety personnel (with Club Mgr.)
STATUS: Hourly / Part-Time (an average of 15 hours per week)

PRIMARY RESPONSIBILITIES

- When scheduled as Manager on duty:
 - 1) Ensure that Club operations have the proper amount of cash on hand before each night of business.
 - 2) Supervise set-up of the theatre room to ensure all tables are tasteful and properly displayed to provide an elegant and appealing room to visiting patrons.
 - 3) Oversee the prompt and courteous delivery of refreshments to our patrons to prevent delaying the start of TCT events or prolonged intermissions.
 - 4) Supervise contracted security and catering personnel and ensure that each contractor provides proper services to TCT and its patrons.
 - 5) Supervise and implement all “after-show” clean up of the theatre, bars, kitchen and scullery each night before dismissing staff.
 - 6) Cash out all receipts and tickets from club and bus personnel, as well as charge out all charge machines used in the course of Club operations, and lock all deposits in the safe located in the Club Office.
 - 7) Keep all operations of the TCT Club in full compliance with Kansas Liquor laws, ABC guidelines and food service requirements. Any needed training or licensing for compliance is to be established before club operations commence.
 - 8) Assist Volunteer house managers and hosts/hostesses with problem patrons or seating needs.
 - 9) Act as a representative of TCT Staff to all patrons and evening volunteers by maintaining a positive and supportive attitude with the public.
 - 10) Assist Box Office with problem tickets or patrons related to TCT events.
 - 11) Maintain communication with stage managers or event chairpersons to maintain an orderly and professional execution of all TCT events.

- Rarely but on occasion may need to assist with the following so needs to be prepared to:
 - 1) Assist the Club Manager in hiring, training and scheduling of evening club personnel as to ensure that enough quality staff members are on hand to provide for prompt and courteous service to patrons.
 - 2) Order necessary equipment and supplies, including liquor, soft drinks and materials as assigned by the Club Manager.
 - 3) Assist in maintaining liquor and food inventories and arrange for all deliveries, check-ins and storage of Club equipment and perishables including consumable liquids, as assigned by Club Manager.
 - 4) Administer all time sheets, invoices and bills for Club operation in a timely fashion to meet Club payroll and ensure all bills are current with our vendors.

- Assist in any way possible with the Annual Volunteer Awards.
- Any other duties as assigned by the Club Manager or TCT President/CEO.

Qualifications:

High School diploma or equivalent; minimum of three years of experience supervising the work of others; demonstrated knowledge of Kansas liquor laws/ABC guidelines and food service requirements which can be acquired working in a restaurant/club environment. This position is required to be CPR certified, which can be done through Topeka Civic Theatre provided training programs.

Position Description Addendum

Interpersonal Skills

Work frequently involves contacts requiring considerable discussion of problems, material presentations, or resolving issues impacting productions, personnel, performers and volunteers. The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job and a high level of interpersonal skills are critical to the success of this position.

ADA Requirements

Physical Requirements

- Much work is done in a sedentary environment – attending meetings, consulting with others, etc.
- Must be able to stoop, bend, walk, climb a ladder, and routinely lift up to 45 lbs.
- Must be capable of climbing/descending stairs.
- Must be able to operate routine office equipment including telephone, copier, word processor, and calculator.
- Must be able to routinely perform work on computer and or telephone for an average of 6-8 hours per day, when necessary.
- Must be able to work extended hours whenever required or requested by management. Note: overtime must be preapproved.
- Must be capable of travel by automobile, as driver or passenger.
- Must be capable of regular, reliable and timely attendance.

Working Conditions

Must be able to routinely perform work indoors in a climate-controlled environment and must be able to perform in an outdoor environment for special events and fundraising efforts.

Mental and/or Emotional Requirements

- Must be able to perform job functions independently and work effectively either on own and as part of a team.
- Must be able to plan and direct the work activities of self and others.
- Must be able to read and carryout various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence.

- Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public.
- Must be able to perform responsibilities with composure under the stress of competing deadlines/requirements which require high quality productions in a fast paced environment.
- Must be able to effectively handle multiple, simultaneous, and changing priorities.
- Must be capable of exercising highest level of discretion on both internal and external confidential matters.

Acknowledgement

I acknowledge that Topeka Civic Theatre & Academy will conduct a periodic background check on all active employees and I consent to, and authorize, TCT to do so as frequently as yearly while I am employed with the organization.

Nothing in this position description restricts management’s right to assign or reassign duties responsibilities to this job at any time.

This job description is not a contract and should not be construed as a guarantee of employment for any specific period of time.

Topeka Civic Theatre & Academy is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Employee signature

Date

President/CEO signature

Date