

Darwin Surf Life Saving Club



Functions Coordinator (casual)

We are looking for an experienced Functions Coordinator to join our team. You will be joining an established team with your focus to be on providing functions booking, planning and delivery as the lead bar person at the function.

This position is a casual position as the weekly roster will be based on events booked therefore they may be different each week - a mix of days, evenings and weekends will be required with a mix of administration and bar work. Some weeks may be 1 hour (eg wet season) to as high as 15+ hours in a busy dry season week. There are exclusive functions that are held on most Saturday nights through 1 May – 30 Sept (dry season). The successful applicant will be required to work most, ideally all exclusive functions. There is the opportunity to also pick up additional bar shifts on Friday and Sunday evenings during the dry season.

We would love to talk to you are:

- Enthusiastic, with experience in hospitality and events.
- Have previous experience in a similar role particularly in hospitality will be highly valued.
- Knowledge and passion for the hospitality industry, with exceptional customer service skills.
- Willing and able to work flexible hours, including after hours and weekends (in particular Saturday nights)

You will need:

- An outstanding customer service and collaborative approach
- Sound administration and organisational skills, with ability to work well under pressure and a strong attention to detail
- A high level of motivation and the ability to show initiative and innovation to solve problems
- A positive, friendly and collegiate outlook
- You must have working rights in Australia.
- Ability to pass a criminal history check, gain an Ochre Card (Working with Children Check)
- Current Responsible Service of Alcohol (RSA) certificate
- Current open driver's licence

The successful incumbent in this role will have the flexibility to complete the administration duties either from home or the clubhouse. They will be provided with a laptop and club phone and number.

The Function Coordinators Responsibilities are:

- First point of contact for all function enquiries,
- Manage all function bookings, though emails, phone calls and face to face meetings,
- Meet with each exclusive venue hirer at least 1 month prior to booking,

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- Liaise and meet with function vendors on an as needs basis,
- Liaise with the Administration Officer, regarding function invoices and payments (Venue hire, bar tabs etc), and function related club memberships,
- Liaise with the Bar Manager regarding all function related bar requirements including drink preference orders,
- Be available to work at most exclusive functions throughout the year as the lead Bar Staff member. Work together with the Bar Manager regarding personal availability and securing additional staff for exclusive functions.
- Liaise with DSLSC Licensee, regarding all Liquor Licensing matters
- Ensure all DSLSC Functions adhere to NT government COVID-19 Safety Plan requirements.
- Ad hoc tasks as required.

This role is an excellent opportunity for someone who wants to establish themselves in the area of hospitality and administration. To express your interest in joining our team, please forward your resume, together with a cover letter to Kellie Snowdon at darwinslsc@darwinsurfclub.com.au. Please call Kellie on 0459 837 578 if you would like to discuss this opportunity further.