



Position: Venue Manager

Venue: Endeavour Tavern Lancelin (WA)

Start date: Mid/end August 2021

Our Venue Manager is leaving in October, and we're on the look-out for somebody with management experience to take over her role. Just an hour north of Perth, the Endeavour Tavern (Lancelin) is well-known for being a stones-throw away from the beach, and for stunning sunsets that can be viewed from our enormous beer garden.

The Endeavour Tavern hires up to 50 people during the peak season, many of which are temporary visa holders, coming from all corners of the globe.

The position of Venue Manager involves a mix of administration duties and a hands-on role monitoring every aspect of the bar and our restaurant. Diversity of experience is vital, as the Venue Manager needs to understand every facet of running a venue, in order to delegate tasks effectively and solve problems that arise. The owner of the business also plays active role in the day-to-day management of the tavern.

Key tasks of this role include/s:

- Reporting to the business owner, you will lead, manage and develop staff teams responsible for the restaurant, bar and special events
- Key working relationships with the head chef, bar managers and suppliers
- Operating back-end till systems and EFTPOS terminals
- Building on food and beverage revenue opportunities
- Maintaining high standards of operations within budgetary requirements – including contract negotiation, budget and cost control
- Reporting on performance – labour costs, beverage sales, productivity and staffing levels
- Staff recruitment, training and development, as well as performance management
- Maintaining knowledge of current COVID restrictions, building codes, fire safety and regulatory requirements, including Occupational Health and Safety, Food Handling & Preparation and Liquor Licensing.



The successful applicant will:

- Hold an Unrestricted Approved Manager Card
- Be ready to relocate to Lancelin
- Have previous management experience in Australian hospitality venues
- Hold a RWWA compliance card and a COVID-19 Hygiene Officer Certificate or be willing to obtain one
- Have excellent interpersonal and communication skills with the ability to manage a team of high performing casual staff
- Excellent computer skills
- Be resilient and have the ability to work under pressure
- Be happy to serve customers when required and open and close the venue without assistance
- Marketing experience in social media will be a bonus.

This is a long-term position with a great wage package that includes accommodation, annual leave, and superannuation for the right applicant. Sponsorship could be considered for the right applicant after the three-month trial.

If you have strong people management experience with a track record of developing and retaining personnel and ready to relocate in Lancelin, we would like to hear from you.

For any questions about the position, feel free to call us 08 9655 1052. Please send your resume and cover letter to info@endeavourtavern.com.au with "Venue Manager Application" as a subject.