

Roster Manager

Southport Sharks • Southport QLD 4215



Base pay
\$0 - \$0



Work type
Full Time



Contract type
Not provided

Job details



Date posted
27 Apr 2021



Expired On
17 May 2021



Category
Hospo, Tourism & Food Services



Occupation
Management & Senior Leadership



Base pay
\$0 - \$0



Work type
Full Time



Job mode
Permanent

Full job description

Full-time - Southport QLD 4215

A rare opportunity to join a highly dynamic and experienced operations team within a fast paced Club.

About us ...

Southport Sharks is one of the largest clubs in Queensland with over 55,000 members and over 200 staff. Our facility offers a multi-purpose events centre, two restaurants, café, five bars, 24/7 fitness centre, kids club, gaming facilities and free weekly entertainment.

Central to the Gold Coast Health and Knowledge precinct, the business also includes Mantra at Sharks, with 120 rooms and suites, two conference rooms and a rooftop bar.

About the Role ...

Reporting to the Chief Financial Officer, this role will manage the rostering of staff and allocating hours/shifts to ensure the delivery of service is of the required standard across the whole club. This position requires the successful applicant to have knowledge of Food & Beverage as it also requires the maintenance of the clubs POS and menu systems.

This role will see you joining a supportive team where you will gain exposure to all areas across the business as key partner to the management team.

The Responsibilities.....

- Utilise employees' skills, experience, and expertise to the advantage of the operation.
- Act as the first point of contact for staff regarding rostering issues when on duty.
- Deliver roster changes or allocations to teams effectively and efficiently.
- Actively update employee's availability including managing all leave,

including personal leave.

- Prepare, analyze, and conduct reports of financial budgets, rosters, and event outcomes such as numbers, income and recommendations.
- Coordinate & liaise with Department Managers for special events, budget allocations and costing for staff rostering.
- Maintenance of the POS and menu systems, including database additions, deletions, amendments and promotions, and POS screen and menu screen changes as required.

About you...

- Previous rostering experience is essential for this role.
- Experience working with budgets and costing.
- Experience with Time Target/Humanforce desirable
- Knowledge in food and beverage from a similar operation is desirable.
- Positive attitude and outstanding communication skills.
- Ability to work to strict time-frames and deadlines
- Ability to work in a team environment and autonomously
- Confident communication with all levels of staff, via email, phone and face-to-face

Simply complete the application process by clicking the "Apply Now" button and we will be in touch.

APPLY NOW!!