



Duty Manager –Part Time or Full Time

The Coro Club is seeking a Part Time or Full Time Duty Manager to play a pivotal role in overseeing the day-to-day operations.

About the Position

As our Duty Manager, you will be responsible for ensuring exceptional customer experiences, managing a team of staff, and maintaining high standards of service and quality. The ideal candidate will have a background in hospitality, excellent communication skills, and a passion for delivering outstanding customer service.

Responsibilities

- Day-to-day operation of the club.
- Customer-focused.
- Manage staff, fostering a positive and motivated team culture.
- Ensure compliance with health, and safety regulations.
- Exceptional cash handling skills.
- Proficient computer skills
- Ensure the maintenance and cleanliness of all facilities and amenities.

About You

- **RSA & RCG Certified:** Hold a current Responsible Service of Alcohol (RSA) and Responsible Conduct of Gaming (RCG) certification.
- **Customer Service Skills:** Possess excellent communication skills and a friendly, professional attitude towards members.
- **Flexible Availability:** Willingness to work flexible hours, including evenings, weekends, and public holidays.
- **Experience in leading a team:** Demonstrate excellent communication, organisational, and leadership skills.
- **Hospitality Experience:** General knowledge & experience of Club operations and guiding legislation preferred but not essential. Training will be provided.

To Apply:

Please send your resume and cover letter to careers@coroclub.com.au.

Join our team and help us enhance the experience for our valued Coro Club members!