



Toronto Sailing & Canoe Club

1391 LAKESHORE BLVD. WEST • TORONTO, ONTARIO • M6K 3C1

Job title	<i>Clubhouse Supervisor</i>
Reports to	<i>The General Manager</i>

The Toronto Sailing and Canoe Club is a non-profit, member-run sailing & paddling club located on Toronto's Humber Bay. Nestled on a two acre site we offer access to paddlers and sailors who want to be on the water quickly. We are sheltered behind a break wall with our neighbours, the Boulevard Club to the west and the Argonauts Rowing Club to the east. Keel boats have a choice of moorings on the break wall, or swing moorings. Serious keel boat racers may dry sail their boats. Dinghies are stored on land and launched from dollies. Canoe, kayak and outrigger members have convenient racks for their crafts. Dragon Boat and Outrigger teams practice out of TS&CC in addition to some classes of the provincial and national sailing teams. The facilities include a clubhouse with hot showers, bar and grill, fireplace, dance floor and a waterside patio. Annually we host the Canadian Olympic Classes (aka Ice Breaker) Regatta. The Wayfarer association regularly holds its provincial or national competitions at our location, and there is a dedicated Wayfarer fleet in residence. Seminars are held throughout the year - anything from Harbour License certification to small engine maintenance.

Job purpose

This position will ensure the safe and efficient operation of the clubhouse and the bar/restaurant.

Duties and responsibilities

The primary duties and responsibilities will include the following:

- Organize/hire and supervise the bar/restaurant staff to provide suitable meals and refreshments for members
 - Be the bartender for regular weeknight and weekend operations
 - Ensure that there is appropriate staff for regular club days/nights and special occasions/rentals. Assist as necessary. (For large events this may include additional bartending and serving staff.
 - With input from chefs, create an appropriate menu.
 - Provide suggestions to improve on the service provided.
- Maintain Supplies (including all purchasing, or delegation thereof)
 - Maintain contracts and organize deliveries with draft suppliers.
 - Maintain an appropriate inventory of beer, soft drinks, wine and liquor
 - Maintain an appropriate inventory of food, milk and cream and ensure it is within expiry limits.
 - Maintain an appropriate inventory of all clubhouse supplies (eg cleaning, washroom etc)
 - Ensure that there are TV style dinners in the freezer. (We are required to have food available when the bar is open)
- Ensure a clean Clubhouse

- Manage and co-ordinate contract cleaning staff.
 - Weekly cleaners during the summer
 - Kitchen staff to keep clean stoves, fridges, kitchen counters, deep fryer etc.)
 - Beer contractor to clean draft lines. Currently Steam Whistle and Wellington do this for free. Rep is Adams #416-948-4404
- Clean clubhouse, patio and grounds (vacuum carpets, mop washrooms, replace toilet paper and towels, mow lawn etc.)
- Clean bar and glasses nightly.
- Handle club queries in a professional manner (telephone, email, text etc.)
 - Respond to potential new member questions as appropriate and refer them to the General Manager or appropriate Board members (typically the Membership Director)
 - Monitor and respond to voicemails.
 - Respond to existing members questions when possible and refer them to the General Manager or appropriate Board member when necessary.
 - Act as the “point person” for club rentals. Ensure that the Vice Commodore is included in discussions and update the club calendar to reflect.
- Manage Parking Permits, membership cards and [lockers]
 - Order yearly parking permit stickers
 - Issue permits to members on proof of insurance.
 - Issue membership cards (on request)
 - [Administer locker allocation] *NTD this could be a volunteer member task, or General Manager*
- Financial
 - Prepare timesheets (self and staff)
 - Prepare all bar/restaurant and clubhouse financial reports eg cash register reports (with supporting documents) and cash reconciliations; reports of expenses/purchasing, with supporting documents.
- Assist with water taxi
 - On occasion run the water taxi as required by the General Manager
- Club Maintenance
 - Organize fridge and appliance maintenance as needed. (currently using HLM whose number is on the fridge.)
 - Organize other maintenance eg fire extinguisher, kitchen exhaust.

Qualifications

The following are the following requirements to be considered for the position:

- Demonstrated ability to manage a team of people.
- Strong decision making and problem solving ability
- Strong communication skills. (Verbal, email and standard office software)
- Experience with or knowledge of club bar/restaurant operations.
- Toronto Harbour License and power boat handling skills preferred.
- Training certificates and registrations with applicable regulatory bodies ie SmartServe, Working at Heights (ladder), etc.

Working conditions

The job is not a regular “9:00 to 5:00” job. The working hours are flexible with the execution of results the primary indicator of success. The individual will primarily have to work evenings and weekends but with fewer than “9 to 5” weekday day hours. The work is not full time and the hours worked are primarily worked from Spring until Fall with some events falling in other months. Currently the regular requirement is for Tuesday and Thursday evenings and Weekend days and evenings from May until October. Additionally there are special events when the clubhouse is rented or regattas are held.

Impact of Error

The execution of this position carries with it responsibilities where the impact of error is not negligible. Impacts due to error include:

- Loss or damage to club property
- Loss or damage to member property
- Injury to self or others
- Monetary loss

Physical requirements

The job is somewhat physically demanding and may require moving heavy items (eg. Draft kegs) and repetitive motions (Vacuuming etc.) The physical demands may include:

- Balancing
- Bending
- Climbing
- Crawling
- Carrying
- Crouching
- Driving - May include small machinery and boats of various configurations
- Hearing
- Jogging
- Kneeling
- Ladder work
- Reaching/Super-extension above and below shoulder
- Seeing
- Sitting
- Speaking
- Stair ascend/descend
- Standing
- Stooping
- Twisting
- Walking

Direct reports

As per the attached organisation chart.

Approved by:	
Date approved:	
Reviewed:	<i>To be reviewed annually</i>