

**NATIONAL INSURANCE SCHEME
NON MANAGEMENT JOB DESCRIPTION**

JOB TITLE:	Club Steward	AGREED TO BY: -----
REPORTS TO:	Assistant General Manager- Administration	APPROVED BY: -----
DIVISION:	Administrative	DATE EFFECTIVE: -----
DEPARTMENT:	Personnel & Industrial	January 1992
SECTION:	Sports Club	

DESCRIPTION

I. POSITION SUMMARY:

Responsible for co-ordinating and supervising all activities at the Club which include the control, storage and issue of supplies and the general upkeep of the building and its surroundings.

MAJOR DUTIES:

Ensures that the Club is arranged and properly decorated in order to give a pleasant effect to members and visitors at all times and that the facilities are used according to established Club Rules.

Checks and ensures that the Club premises are in proper state of repair and that equipment and facilities are adequate and in good condition.

Prepares work orders for repairs and maintenance to building(s) and submits them to functional superior for execution.

Prepares Purchase Requisitions and supervises the purchase, and storage of all items eg. Silver and glass or china ware; food supplies, soft and alcoholic drinks, glasses and cleaning agents to Barman and Cleaner and administers control to safeguard against theft, wastage and spoilage. Arranges for transportation for goods.

Liases with Club Committee with respect to the organisation of sporting and culture activities for Club Members.

Checks stock sheets against stock on daily basic to ensure that stock sold corresponds with cash and certifies accuracy by signing stock sheets.

Monitors and controls the cash float and prepares relevant documentation for encashes cheques to replenish petty cash.

Collects and secures monies for all purchases and makes change or records details of all credit purchases in each member's credit book.

Checks and approves daily menu and supervises the preparation of dishes and the pricing of menu.

Inspects the kitchen and store room and ensures that the prescribed standard of efficiently and cleanliness are maintained and that all safety regulations are observed.

Ensures that all Video/ Television Sets and other equipment are operating efficiently and assists in censoring of Video Films in order to determine suitability for viewing by general audience.

Takes an inventory of Club assets on a monthly basic to advise Club Committee of status of stock items so that purchases can be made on time.

Distributes adequate stock to Cook so that the food preparation can be done on time.

Assists in the preparation of operating and capital budgets for the Club and monitors the flow of expenditure to ensure conformity to budgetary limits.

Report on any infringement of the Club's Disciplinary Schedule as outlined by the "CODE OF CONDUCT" regulation and dispenses disciplinary action as well as submits report to the Executive Committee for further action to be taken if necessary.

Maintains and observes good house-keeping and safety practices and procedures.

Prepares and submits Performance reports to the Club Committee.

II. SUPERVISORY RESPONSIBILITIES:

A. DIRECT SUPERVISION:

This position directly supervises people, including the following positions:

-Barman

B. INDIRECT SUPERVISION:

This position indirectly supervises People, including:

- Caretaker / Groundsman

III. SKILL REQUIREMENTS:

Excellent communication skills and good command of the English language, knowledge of additional languages is a plus.

Basic office computer skills

Food handling hygiene and sanitation practices.

Dining room services (formal and informal) and beverage services.

Etiquette and protocol

A. ANALYTICAL REQUIREMENTS:

The key of formal analytical requirements of this position include:

Analysing oral and written evidence given by persons being investigated to determine level of acceptability.

B. CO-ORDINATING SKILL:

The most important co-ordinating aspect of this job include:

Co-ordinating the detailing of security ranks in order to have the most effective coverage of the Scheme's premises.

C. CLERICAL SKILL:

The most important Clerical requirements of this position include:

Writing daily, weekly and monthly reports on Performance.

Maintaining records of statements and inquiries conducted

D. DECISION MAKING:

The key decisions made totally within the authority of this position include:

Deciding on investigative techniques to be used in order to get the best results.

IV. CONDITIONS OF WORK:

This position is expected to work under the following conditions.

Situations resulting in exposure to physical harm or injury in the line of executing one's duty. Example, risk of injury from bandits, etc.

V. WORK ENVIRONMENT:

This position is expected to work under the following environmental conditions which might be described as extreme between 25 and 50 % of the time spent on the job.

Work location can be inside, outside or both.

Works as part of a team and around National Insurance Scheme's premises in Georgetown.

Works in all weather conditions where the worker is required to move around premises to ascertain security of property.

The job holder is exposed to the definite risk of bodily injury in the course of performing duties. These include the following:

- Exposure to accidents which may result in disability in the course of performing one's duty.

Atmospheric conditions which affect the job holder consist of situations such as exposure to very hot or wet weather conditions.

VI. BACKGROUND

The minimum background requirement of a candidate for this position in the context of the National Insurance Scheme's situations is:

Minimum Education: 5 Subjects CXC/ GCE O' Level(Maths and English) , plus-Certificate in Management.

Minimum Experience: 3 years experience in a similar field.