



Several vacancies may be available - multiple selections may be made

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| Job Title: | Assistant Club Manager (S-1101-09) |
| Location: | RAF Menwith Hill |
| Vacancy Number: | 421521 |
| Close Date: | Open Until Filled |
| Hours and Schedule: | 37.5 hours per week: As Rostered |
| Hourly Pay: | £18.09 - £25.10 |

This position is only available to UK Nationals. Applicants must hold UK citizenship and have lived in the UK for at least 8 years out of the last 10 years for this position.

Benefits:

- **Competitive Salary:** the starting salary for this position is £18.09 per hour
- **Holiday:** Annual Leave + 8 US Federal Holidays
- **Paid Sick Leave**
- **Pension Scheme**
- **Free On-Site Parking**
- **Employee extras such as:** Life Assurance scheme, Employee Assistance Program, Specialized Training, Developmental Opportunities, Receive time off, cash, and honorary awards for significant contributions

Job Description

This position serves as the Operations Manager for a club complex, combining administrative leadership with hands-on food service execution. You will oversee personnel, financial performance, and regulatory compliance while acting as a primary liaison for the facility. In addition to these management duties, the role requires performing direct food preparation, following recipes to minimize waste, and maintaining kitchen sanitation standards to ensure seamless daily operations.

Qualifications and Key skills for the position.

A valid UK Drivers license (Category B) is required, plus

A minimum of one year's specialized experience demonstrating the Key Skills listed below;

- Knowledge of commonly used policies, procedures, methods, and publicity techniques of club operations to evaluate strengths or weaknesses and develop/revise programs to meet legal and regulatory requirements and promote patronage.

- Knowledge of the requirements, techniques, procedures, and practices of generally accepted facility and resource management principles, standards, and techniques.
- Knowledge of safety, security, personnel management, and EEO regulations, practices, and procedures.
- Knowledge of budgetary requirements, internal controls, and resale and inventory principles to analyze and evaluate financial information.
- Knowledge of market surveys and marketing techniques to determine membership desires and satisfaction with club activities.
- Knowledge and skill in food and beverage operations and performing duties within a kitchen environment, food preparation, food service, and catering.
- Ability to plan, organize, and direct the functions of the club complex and mentor, motivate, and appraise the staff of the organization.

Other Significant Facts

- You will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules and regulations and support safety programs . This position may also be coded as mission essential.
- You may be required to travel by military and/or civilian aircraft, and you may also be required to travel to the US or other country, in the performance of official duties or attend necessary training.
- You will be required to complete a 6-month probationary period and demonstrate strong oral and written communication skills.
- You may work irregular shifts—including evenings, weekends, and holidays, and perform overtime as needed for 7-day operations.
- You will adhere to LNDH drug testing policies, which may include testing for safety incidents or reasonable suspicion.

NOTE: You will require a security clearance and a right to work in the UK

This position may have certain restrictions on US citizens including US dual nationals due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

LNDH Application: <https://forms.osi.apps.mil/r/HiHn37upJw>

Supporting Documents to be submitted via email to 100fss.fsmc6@us.af.mil