

**MORALE, WELFARE & RECREATION DEPARTMENT  
JOB VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: OPEN 03-009

OPENING DATE: 18 MAR 2003  
CLOSING DATE: OPEN CONTINUOUS

**CLUB DUTY MANAGER – SPONSORED DEPENDENTS**

NF – 1101 – 2

**CATEGORY: PART TIME/FLEXIBLE**

**SALARY: US\$8.39 – US\$16.05 PER HOUR (NEGOTIABLE)**

I. **AREA OF CONSIDERATION AND WHO MAY APPLY:**

**COMMAND SPONSOR WITH VALID ID.**

All qualified applicants will receive employment consideration without regard to race, sex, age, color, religion, national origin, martial status, or any non-merit factors.

II. **BRIEF DUTIES:** Responsible for assisting in the assurance of an efficient operation of the activity during his/her respective shift. Must promote good patron relationship and enhance the image of the respective club. The incumbent reviews the schedule of functions that are to take place during the assigned shift in order to ascertain what special preparations are required. Ensures that necessary space, supplies, and equipment are available and that room arrangement/set-ups are completed. Provides instructions and guidance to all club staff members on functions taking place during their shifts. Works with Bartenders, Cooks, Waiters/Waitresses, and others to ensure planned events take place as scheduled. Responsible for assisting with the supervision and training of the personnel assigned to the respective activity. Ensures adequate manning for special events as well as routine operations. Ensures that all personnel are fully utilized, requesting personnel or releasing unnecessary personnel as the situation warrants. Responsible for assisting the respective Manager with the performance of the specific responsibilities and duties - exercising supervision over the operation of the activity, ensuring custody of all records and property of the activity and all government property in the possession thereof, verifying the receipt of stocks of merchandize and being responsible for the safekeeping thereof during his/her shift, being responsible for the receipt, safekeeping, deposit, disbursement, and accountability of funds. Occasionally makes unscheduled cash counts. Maintaining accurate accounts and records, prepares a report of all significant occurrences during his/her shift. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** Basic knowledge of Business Administration, Accounting, and Food and Beverage Handling experience required. Supervisory experience in a high volume food and beverage operation is desired. Must develop a working knowledge of all departments of the respective club. Must have the ability to properly supervise group of people and the ability to render decisions, and the ability to influence others in obtaining cooperation and assistance. Must present a neat, well-groomed appearance at all times.

III. **HOW TO APPLY:** Submit detailed resume or form OF612 to Ms. Nora Leggett, Personnel Liaison Officer, Administration Department, NRCC Singapore Building 7-4, PSA Sembawang Terminal, Deptford Road, Singapore 759868.

**\*\*\*Open Continuous Announcements are not posted in relation to specific job vacancies. All applications submitted will be considered when positions become available and when a need exists for filling the vacancy.**

Approved: By PMO/XO

**“ AN EQUAL OPPORTUNITY EMPLOYER ”**