Job Description

|  |
| --- |
| **BAR MANAGER** |
| **Responsible to:**  | President/Chairperson Executive Committee  |
| **Job Description:**  | The Bar Manager can be a voluntary or paid position with responsible for the upkeep and management of the bar ensuring a safe and welcoming environment for all members, visitors and stakeholders. The Bar Manager would normal have a managers licence. |
| **Responsibilities and Duties:** A Bar Manager should:  |
| * Ensure that adequate stock is held at all times to meet the needs of clubs activities.
* Be the key contact around the hire of the club facilities ensuring that all health and safety, licensing and regulatory requirements are met.
* Ensure the bar and lounges meet all health and safety and regulatory requirements.
* Develop and maintain an alcohol management policy that highlights the clubs social responsibility in protecting all members, family and visitors to the Club
* Maintain the clubs Host Responsibility and is up to date, relevant and meets all regulatory requirements. Including awareness and understand of all aspects of the Clubs Liquor licence, hours and the Sale and Supply of Alcohol Act
* In conjunction with the Volunteer Coordinator develop a roster that meets the services needs of the club. (if volunteers are used as bar staff)
* Liaise with the Treasurer regarding the management of the bar including setting prices.
* To operate the bar within the regulations of the club’s license ensuring hours and the availability of food is met at all times.
* Maintain a secure environment for stock, floats and cash.
* Arrange for the audit of the bar trading at regular intervals.
* Report to the Executive on achievements and issues related to the bar trading.
* Responsible for all bar staff and volunteers ensuring they understand the clubs alcohol management policy and host responsibility. Including rosters and wagers.
* In conjunction with the executive committee or appropriately delegated volunteer manage the provision of functions and fundraising events.
* Maintain and manage a high customer service focused attitude of self and all that provide a service to all members, family and visitors to the Club
* Following all aspects of the Clubs Code of Conduct (attached) and any other club policies as they relate.
* Meet all the Clubs reporting requirements as they become due or are requested
* Evaluate personal performance annually reporting to Executive Committee and ensure succession of own position if applicable
* Review own position description to ensure accuracy and submit potential changes to the Executive Committee.

***Success indicators:*** * Successor identified and trained.
* Members actively participate in the bar facilities provided
* Maintain a profit percentage acceptable to the Executive.

***Objectives:*** * + - * + To provide a friendly, welcoming environment for members and visitors to enjoy our club’s facilities.
 |
| ***Knowledge and Skills Desired:*** (Support and training opportunities are available)  |
| * Registered and knowledgably around liquor and facilities licensing requirements
* Can communicate effectively
* Customer service focused
* Well organised and can delegate tasks
* Can maintain confidentiality on relevant matters
* Has a good working knowledge of the constitution
 |
| ***Estimated Time Commitment Required & Period of Appointment:*** The estimated time commitment required for the role of Bar Manager is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E.G., **3 – 4 hours over 2 days per week for the duration of the season.** In certain cases extra hours may be incurred. Period of appointment is 12 months.  |
| \*Where there is a paid role an employment agreement would accompany the job description. |