

POSITION DESCRIPTION

Bar Manager



Non-Committee Role

Non-committee level position, plays a vital role in having a job without the extra commitment.

Objectives

- To provide an appropriate bar service for the club and to maximise revenue from beverage sales.
- To ensure the efficient management of the club bar activities.

Responsibilities

- Hold a current Responsible Serving of Alcohol (RSA) certificate.
- Renew the club Liquor License annually
- Ensure the social room and game day bar are open for business as per the Liquor Licence conditions.
- Ensure all liquor-licensing requirements are complied with.
- Ensure adequate stock is in supply for training days, match days and functions.
- Liaise with roster manager to ensure the bar is appropriately staffed on match days.
- Ensure all voluntary bar staff hold a current RSA certificate and copies are kept at the social room bar.
- Formulate an annual budget and set targets as part of the annual financial planning process.
- Ensure all training day, game day and function takings are counted, minus float and given to Executive Treasurer.
- Collect change and moneybags / trays from the treasurer.
- Maintain strong relationships with all club suppliers throughout the football season.
- Comply with the Good Sports program criteria.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president or committee.

Relationships

- Reports to the executive of match day operations.
- Liaises with the roster manager.
- Liaises with suppliers.

Accountability

- The bar coordinator is accountable to the executive of match day operations and the executive committee.
- Provide a report on any aspect of portfolio operations to the committee when requested.
- Seek approval from the appropriate committee member prior to committing the club to any financial expenditure or action.