

Job Description

BAR MANAGER

Objectives

Co-ordinate the effective and efficient running of the Bar in compliance with all legal requirements.

Duties Profile

Kalamunda Rangers Inc. provide a Restricted Club License for the purpose of enabling the Club to provide an additional service to its members as well as to supplement the fundraising and income opportunities provided to the Club.

The Manager is responsible for the smooth operation of this facility including:

Stock Control and Ordering by maintaining a regular audit of Stock.

- Regular review of the forthcoming activities of the Club and ensuring sufficient stock is on site to cater to those functions;
- Ordering of stock from suppliers;
- Ensure all deliveries are checked in correctly and all relevant dockets/invoices are correct. Forward all dockets/invoices to the Treasurer for reconciliation/payment;
- Ensure all stock removed from the premises has been accounted for by sales receipts.

Maintaining compliance with all legal requirements of the Licence. This includes, but is not limited to:

- Staff: Ensuring appropriately qualified staff are in attendance at all times the facility is operational and an Approved Manager is on site at all times the facility is operational. Any person selling alcohol must have a minimum Responsible Service of Alcohol certification. Maintaining an onsite register of all staff including their qualifications and induction procedure.
- Membership: Ensuring an up-to-date list of members and their membership category is held on the premises at all times. Ensuring all Temporary Members sign the Visitor's Register prior to the sale of alcohol.
- Ensuring staff and patron compliance with the all legal requirements, House Management Policy, Codes of Conduct: Liquor License, Management Plan and Liquor Licence Bylaw.
- Ensuring no alcohol is sold or removed from the premises in sealed containers or consumed beyond the licensed area. It is recommended that this area be clearly defined by the erection of temporary signage at all times the facility is operational.
- Maintaining an Incident Register for any incidents in breach of legal requirements, House Management Policy, Codes of Conduct: Liquor License, Management Plan and Liquor License Bylaw.
- Ensuring potable water is freely available at all times the facility is operational.
- Ensuring OHS and safety standards are being maintained.

Ensure all moneys and EFT transaction records are returned to the Treasurer in a timely manner for banking and recording in the clubs Financial Records (including completion of a weekly transaction form).

The Bar Manager should report back to the Committee on a regular basis any issues regarding the operations of the Bar facility.

Key Performance Indicators

1. Ensuring adequate alcoholic beverage stock is ordered and available for all games and functions.
2. Ensuring accurate budgeting, including cost control for Canteen merchandise.
3. Compliance with all legislation in regard to purchase, storage, preparation and sale of alcohol.
4. Ensure facilities and presentation of the Bar is clean and tidy at all times.
5. All relevant documentation is recorded and made available as required.

Working Relationships:

Treasurer
Canteen Manager
Executive Committee

Related Documents:

Weekly Cash Handling Summary



Teeball – Baseball – Softball

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