

Position Outline: Approved Manager & RSA

Kalamunda Rangers operate a Restricted Club liquor licence as an the purpose of providing an additional service to our members.

Approved Managers ± RSA staff are responsible for overseeing the operations of the bar in line with current legislative requirements. We have a Bar Manager who will organise supplies to be available, according to fixtures. However, in order to operate the club requires a duty Manager ± RSA-qualified staff to serve patrons.

Approved Manager/Duty Manager

The Approved Manager (AM) must have the appropriate Restricted or Unrestricted Approved Manager authorisation issued by the Department of Local Government, Sport and Cultural Industries: Racing, Gaming and Liquor. The duty AM is responsible to supervise and manage the premises, as required by the Liquor Control Act 1988. This includes, but is not limited to:

- Be familiar with and ensure staff and patron compliance with all legal requirements, Liquor Licence Harm Minimisation Policy and Healthy Club documents.
- Ensuring the facilities are set up to ensure compliance with our liquor licence and to facilitate the smooth operations of the bar. This includes, but is not limited to:
 - Provision of free potable water.
 - Appropriate signage is erected including staff on duty, liquor licence boundaries clearly defined.
 - Ensuring register and EFT machines are supplied and ready for operation.
- Ensuring only RSA-qualified staff are serving alcohol.
- Ensuring no alcohol is sold or removed from the premises in sealed containers or consumed beyond the licenced area, and no BYO alcohol is consumed within the licenced premises.
- Ensuring OHS and safety standards are being maintained.
- Induct and update the onsite training register for all new RSA staff, including their qualifications and induction procedure.
- Ensuring all Temporary Members sign the Visitor's Register prior to the sale of alcohol.
- Maintaining an Incident Register and update the committee in line with the Incident Management Plan.
- Reconcile register with cash and EFT transactions, document and return takings to Treasurer by agreed processes.
- Cover duties of RAA-qualified staff as required.

RSA-qualified Staff

RSA staff must have the appropriate RSA qualification. RSA staff are responsible to supervise and manage the premises, as required by the Liquor Control Act 1988. This includes, but is not limited to:



Teeball – Baseball – Softball

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Family can Play**

- Serve alcohol according to our liquor licence (Restricted Club), receive payment for such and record the transaction in the point-of-sale register. This includes, but is not limited to:
 - Not serving alcohol to any patron to the point of intoxication or to patrons who appear intoxicated. Bar staff have the right to refuse service to a Patron who is in a clear state of intoxication.
 - Not serving any patron they suspect may supply alcohol to another person who is intoxicated, or serving any patron to the point of intoxication.
 - Check the age of a patron who may be under the age of 18 ordering alcoholic drinks and request valid and recognised identification for suspected minors. Staff will not serve any patron they suspect may supply alcohol to minors.
 - Encourage patrons to take safe transport home and facilitate this as required.
 - Not supplying cheap or discounted alcohol to patrons. The club does not offer credit or a 'bar tab'.
- Monitor the licenced area for any breaches of our licence requirement and report to the Approved Manager.
- Keep the licenced area in a clean and tidy manner.
- Bar staff are discouraged from drinking alcohol whilst serving behind the bar; nonalcoholic drinks are provided for RSA/Approved Manager staff rostered on duty.

Associated Documents

- Position Description - Bar Manager
- Incident Management Plan