



Bar Manager Position Description

Overview

The Bar Manager is primarily responsible for the purchase, stocking and sale of bar and canteen items for the Club.

Core Responsibilities

- Liaise with members to develop list of items to be stocked for resale.
- Develop a price list for items that delivers a profit for the Club.
- Purchase alcoholic and non-alcoholic beverages and snacks for resale at the Club.
- Purchase cordial for match day drinks.
- Organise RSA qualified people to serve behind the bar at after match and social functions.
- Ensure bar runs in accordance with Liquor Licence conditions.

Additional Responsibilities

- Organise Responsible Service of Alcohol Certification for bar volunteers.
- Train, mentor and support an incoming Bar Manager.

Knowledge and Skills Required

- Understand the legal and compliance obligations of running a licenced club.
- Understand responsibilities of being a GoodSports Club.
- Understand all club policies but particularly the Alcohol Management, Safe Transport and Smoke Free Policies.

Personal Qualities

- Ability to organise and delegate tasks.

Qualifications

- Required - Responsible Service of Alcohol Certificate.

Expected Time Requirement

Approximately 50 hours per annum.