



## MUDGEERABA REDBACKS JUNIOR RUGBY LEAGUE CLUB (MRJRL)

### POSITION DESCRIPTION

<b>BAR MANAGER</b>
<p><b>Overview of Position</b></p> <p>The Bar Manager is responsible for the management and operation of the bar during the season.</p>
<p><b>Responsible To</b></p> <p>The Bar Manager is directly responsible to the President and management committee.</p>
<p><b>Responsibilities and Duties</b></p> <p>The duties of the Bar Manager include:</p> <ul style="list-style-type: none"> <li>• Hold and maintain a current Responsible Serving of Alcohol (RSA) certificate</li> <li>• Carry out bar tending activities in accordance with RSA requirements at all times</li> <li>• Supervise bar staff at all times particularly where volunteers do not hold a current RSA</li> <li>• Ensure temporary liquor licence/s are applied for and granted in advance of game day where applicable</li> <li>• Ensure all bar workers including volunteers are familiar with their responsibilities under the RSA and liquor licence requirements</li> <li>• Review and price all stock items to be sold for approval by the management committee</li> <li>• Coordinate pick up/delivery of all bar items</li> <li>• Ensure the bar is restocked throughout the season as needed</li> <li>• Obtain, and account, for any floats that are required from the Treasurer</li> <li>• Monitor sales to ensure the bar is not overstocked on certain items</li> <li>• Be responsible for counting and recording the daily takings with one other person</li> <li>• Maintain appropriate records as required by the Treasurer and / or management committee</li> <li>• Ensure a pleasant working environment for the volunteers</li> <li>• Be responsible for security in the canteen such as money, keys, arming security alarms, locking all doors and windows, switching off all appliances (except refrigeration units) and restricting entry to the canteen to only those who are authorised to be there.</li> </ul>
<p><b>Knowledge and Skills Required</b></p> <p>Ideally the Bar Manager is someone who:</p> <ul style="list-style-type: none"> <li>• has experience in running small bar or similar</li> <li>• Have experience in bar management processes and procedures</li> <li>• Has experience in stocktaking and ordering of alcohol and other bar related materials</li> <li>• Has excellent people and customer service skills</li> </ul>
<p><b>Time Commitment Required &amp; Period of Appointment</b></p> <p>The estimated time commitment required as Bar Manager is 5-7 hours on Senior home rounds. Additional time will be required in the week prior to and after bar opening for stocktake and ordering practices.</p> <p>The Bar Manager is appointed for a 1 year period.</p>