

Bar Manager - Pakenham Bowls Club

The role of the Bar Manager is to provide an effective bar service for all bowling and service activities

The Bar Manager must ensure that the bar operates within the club goals and objectives and is administered according to the Club Rules and completes all legal and compliance obligations.

Responsibilities.

The Bar Manager is responsible for the operation of the bar at Pakenham Bowls Club.

- Carry out all requirements for the stocking, pricing, manning and operation of the bar.
- Operate the bar within the regulations of the club's bar license.
- Liaise with the Treasurer regarding annual bar budgets, profit margins to be achieved and the financial management of the bar.
- To operate the bar within the regulations of the club's license ensuring conditions such as hours are always met.
- Supervise the purchase of all stock at the best rates and account for same.
- Maintain a secure environment for stock, floats and cash.
- Prepare and administer a bar roster of appointed staff.
- Report to the Board on achievements and issues related to the bar trading.
- Account for all monies received.
- Liaise with the President, Function Manager, Social Activities Co-Ordinator and Barefoot Bowls Co-Ordinator to ensure the bar is open and manned when required.

Knowledge Management.

- Maintain a knowledge of the State's licensing laws.
- Maintain a knowledge of the Point of Sale System.
- Maintain a register of all trained personnel.
- Ensure that all Bar volunteers are up to date in their understanding of the standard and work required.
- Identify persons and train them for Bar duty.

Succession planning.

A key responsibility of the Bar Manager is to ensure that at the end of their term a new Bar Manager can be easily recruited.

Requirements.

The Bar Manager is expected to:

- Act in the best interest of the members always.
- Attend all Committee meetings.
- Undertake the role in good faith and honesty.

If at any stage the Bar Manager becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Chair of the conflict who will immediately inform all other committee members.