



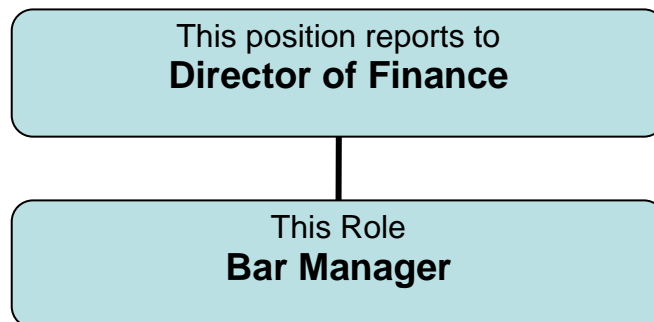
1. Position

Bar Manager – V090620

2. Position Purpose

Responsible to the Director Finance for the management of the Club bar

3. Key Relationships



4. Approved at Board meeting 9/6/2020

5. Mandatory Requirements

- Be in possession of a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the ***Working with Children (Criminal Record Checking) Act 2004***.
- Holder of current Responsible Service of Alcohol certification



6. Major Responsibilities

- Ensure compliance with all relevant licensing laws
- Responsible for purchasing and maintaining bar stock
- Recruitment of volunteer bar staff and development of roster
- Ensure that bar staff are correctly trained, qualified as appropriate and supervised
- Ensure that staff and patrons comply with the Club House Management policy
- Determine bar opening hours in consultation with Board, Club policies and license requirements
- Annual stocktake of bar stocks
- Manage cash in accordance with directions of Director Finance
- Comply with the Club's constitution, policies and directions of the Board

7. Primary Accountability

Bar staff recruited, trained, rostered and supervised	Bar takings calculated and lodged as per Club requirements
Bar operational hours meet Board directions and license limitations	Meetings attended and reports submitted as and when required
Bar stocks kept up to date	Health regulations, liquor licensing laws, Club policies and Board directions complied with

8. Required Competencies

- Holds or working towards Short Course in Liquor Licensing
 - Ability to organise and delegate tasks
 - Understanding of budget compliance
 - Understanding of cash management and handling
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
 - Understanding of the WA Liquor licensing Laws as applied to Clubs
 - Understanding of the Club's constitution and policies as applied to operations of the bar and associated Club facilities
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