# Club Name

your logo here

### Position Description Form

| **Job Title** | **Bar Operations Manager** | | |
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| **Accountability** | Club Committee Executive  Liquor Licensing | | **Hours\_\_\_\_\_\_\_\_ / week – month - season** |
| General Description - Objectives | | | |
| * Provide bar facilities to Club members & visitors on match days and functions. * To ensure a safe and comfortable environment for club members through the implementation of the Responsible Management of Alcohol policy. * Ensure that bar operations are managed efficiently to meet budget requirements. * To provide support to the Executive and Committee members to ensure the efficient operation of the   club | | | |
| Responsibilities | | | |
| * Provide bar services for all functions and events as required by the Committee. * Coordinate bard staffing for all bar operations. * Ensure appropriate licences are held by Club and displayed as required. * Manage the sale of liquor in accordance with the provisions of the Liquor Control Commission licence as held by the Club. * To account for all purchases and sales of liquor. * Ensure sufficient supplies of liquor is available to meet the needs of all Club members and visitors. * Implement the Club Responsible Management of Alcohol policy. * Assist other Committee members in their duties as required. * Undertake tasks at the request of the President, Executive or General Committee. | | | |
| Qualifications - Accreditations | | | |
| **Essential**   * Responsible Service of Alcohol Certificate * Police Clearance (due to money handling) | | **Desirable** | |
| Reporting | | | |
| * Provide a report on any aspect of the portfolio operations to the monthly Committee meeting. | | | |
| Relationships | | | |
| * Reports to the Club Committee. * Liaises with the Executive. * Liaises with official Club suppliers & other key stakeholders. | | | |