

30/10/2016

Bar Manager Job Description



Keilor Park Recreation Reserve -
Stadium Drive, Keilor Park

KEILOR PARK FOOTBALL CLUB

Objective

- 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 bar 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.

Relationships

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

Accountability

- Accountable to the Club Executive & Committee.
- Provide a report on any aspect of the portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

Description Review

The job description will be reviewed on an annual basis to ensure that it remains current and practical.