

Job Description - (Bar Manager Team Leader)

Scope

Accountable to the Board of Directors, this team leader manages Club bar services, both: in compliance with the BC Liquor Licensing Branch Regulations and Club policies.

Key Responsibilities and Duties

1. Liaise with Club Director-at-Large (Social) to maintain communication with Board of Directors
2. Liaise with Club Treasurer/Accounting Manager re: maintaining accurate records of all liquor sales and receipts. Prepare and monitor bar services budget as it applies to non-liquor purchases and sales
3. Works with the Treasurer to develop the annual budget.
4. Monitor and evaluate bar services on an ongoing basis; alter where necessary and institute procedures for implementation. Recommend changes and improvements in bar policies to the Board of Directors.
5. Supervise all bar service operations.
6. Assist with recruitment and training of a Club member to assure future leadership in this position.

Bar Teams' Checklist

Purchasing and inventory control

1. Place orders with the BC Liquor Distribution Branch.
2. Arrange for delivery of purchases either to Club or to a designated BC liquor store.
3. Maintain inventory in a secure facility.
4. Record purchases in Liquor Registry and keep such journal up to date.
5. Match purchases with sales, stock on hand and spoilage.
6. Monitor and stock bar fridges and kitchen cupboards as required.
7. Ensure disposal of empties complies with club guidelines/protocols.

Bar operations

1. Oversee SIR accredited servers; maintain and update list of approved SIRs.
2. Train Club server volunteers in Club bar procedures.
3. Schedule servers for Club sponsored social events (including BBQs and holiday events).
4. Schedule servers as per special requests from Club, from Directors of Club (i.e. interclub and house tournaments and large meetings).
5. Learn about and train servers on electronic cash (POS) system.

6. Recommend purchase of bar non-liquor supplies.
7. Be SIR approved and maintain up-to-date familiarity with license requirements, including SIR.
8. Familiarize and up date as necessary Club liquor procedures Club liquor procedures and policies and quick service operations manual.
9. Maintain Club records and set of required provincial documents.

Target Dates

Budget submission - September of each year.

Plan for year developed by start of the season.

September 2019