# Role Description

## Bar Manager – Oakbank Bowling Club

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| **Job Purpose** | Manage all aspects of the club’s bar operation |
| **Job Responsibilities** | Primary responsibilities for the role of Bar Manager include:* Maintaining the club bar facility in a clean condition, meeting all applicable OHS standards
* Service of drinks within RSA limits in appropriately marked glassware
* Ensuring that only RSA-qualified persons are engaged for events
* Enforce RSA requirements of patron behaviour
* Restocking drinks (beer, wine, soft-drinks) at required levels
* Restocking chips and other snack food items as required
* Clean all glassware used for drinks service and store securely
* Ensure all purchase receipts are provided to the Treasurer within 7 days
* Transfer cash drawer funds to the Treasurer ASAP after each event
* Report any breakage, theft or other loss to the Committee ASAP
* Perform periodic stock-take and reconcile with stock levels recorded in accounting systems, reporting any overage/underage
* Remove empty bottles and cans to recycling bins after each event, more frequently as required
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| **People Management** | Manage roster of additional bar staff as required |
| **Budget Management** | Record initial float, and takings for each event, provide details to Treasurer |
| **Notes**:* The ordinary working hours for the club can include duty on weekends and evenings.
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| **JOB HOLDER CAPABILITIES** |
| Qualifications and Experience | RSA certification essential |
| Knowledge and Skills |  Prior experience in bar management or service desirable but not essential |