



Bar Manager

The Bar Manager has the day-to-day responsibility for the clubs bar facilities within the _____ RUFC.

The Bar Manager is directly responsible to the Treasurer and club members.

Responsibilities and Duties

The Bar Manager shall:

- Prepare a budget and monitor it carefully
- Keep the Bar's accounts up to date and funds reconciled with sales.
- Keep a proper record of all payments and monies received
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that the bar is stocked according to estimated demand
- Liaise with the Club Committee with regards to upcoming functions etc that may require alterations to the normal stock purchase
- Be aware of changing trends in drinking and snack habits
- Work with the committee to best facilitate sponsorship of liquor and beverages
- Draw up and manage a rotating bar-staff roster and contact those involved to remind them of their duties
- Train club members in all aspects of bar service and equipment especially tapping kegs, pouring beer and champagne and running a stock inventory and cash management/reconciliation
- Ensure the bar and equipment is clean and meets relevant safety standards.
- Ensure refrigerators and dispensing equipment is properly maintained and serviced.
- Monitor bar-snack sales and ensure stock is sold before use-by dates expire
- Assist the development and fundraising and house committees in catering and special event beverage supplies
- Renew Liquor Licence annually and ensure all legal requirements are met
- Keep good relations with liquor, beverage and stock sponsors and suppliers

Knowledge and Skills Required

Ideally the Bar Manager should be:

- Well organised, friendly and hospitable
- Able to delegate and manage voluntary staff
- Able to keep good records and manage financial records by computer

Estimated Time Commitment Required

The estimated time commitment required as the Bar Manager is _____ hours per week during the season and _____ hours out of season.

The Bar Manager is appointed by the Club Committee for a period of 2 years. The Bar Manager is paid an honorarium of \$_____ per month.