



## Bar Manager – Volunteer or Paid

Accountability	Executive Committee
Hours	Hours will vary but will be higher at the beginning of the season. Average 8hrs per week.

### GENERAL DESCRIPTION – OBJECTIVES

- To provide support to the Executive and Committee members to ensure the efficient management of bar sales and stock levels.
- Assist the executive committee in sourcing bar supplies
- Keep good stock records and maintain a stock level register.
- Purchasing officer can be a separate role and needs to be agreed with Committee

### RESPONSIBILITIES

- Hammond Park Football Club has a great PAID or volunteer opportunity for the right person to run our footy canteen.
- We are seeking a Bar Manager to be responsible for the efficient and professional operation of our Bar on Wednesdays, Some Sundays and club events!
- The position will be responsible for the day-to-day running of the bar (ordering, selling, managing stock, maintain accurate records, etc.) under the guidance of the Club Committee and Responsible serving of alcohol legislation .
- This role would be for approx. 8 per week. See below as an example, however days and times will vary based on the season fixtures we receive.
  - Wednesday 5:00pm - 9:00pm
  - Monthly Sundays 3:00pm 7:00pm
- Hourly rate starting from \$ 30/hr plus superannuation, to be negotiated with the right candidate.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club Responsibilities
- Ensure that an bar safety plan is in place for bar operations
- Establish a menu of bar goods for sale that provides variety that will attract all members and visitors to purchase goods from bar
- Lead a team of up to 2 bar volunteer assistants – with RSA's
- Account for all purchases and receipts and adhere to the HPJFC Financial procedures for purchasing and receipting all transactions
- Adhere to the HPJFC Financial procedures for canteen cash management
- 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 Club Executive
- Liaises with official Club suppliers & stakeholders Accountability
- Accountable to the Club Executive & Committee
- Provide a report on any aspect of 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



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### ESSENTIAL QUALIFICATIONS - ACCREDITATIONS

- Good Communication
- Previous purchasing experience.
- Previous bar experience and RSA and Bar Manager qualifications

### RELATIONSHIPS

- Liaises with the Club Committee
- Liaises with suppliers when necessary
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### REPORTING

- Provide a report to the executive committee before executive committee meetings on stock levels and costs when required.
- Provide costing & sales report to treasurer at the beginning and end of the season