# Bayswater Lacrosse Club



### Role Description

| **Job Title** | **Bar Manager Lacrosse** | | |
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| **Accountability** | Club Committee & Executive | | **1-2 hours per month pre season**  **3-5 per week during the season** |
| General Description - Objectives | | | |
| To control the management of the bar area, stock control and associated bar duties to meet Liquor Licensing requirements | | | |
| Responsibilities | | | |
| * Ensure bar is operating in accordance with liquor licensing regulations, local laws and club By-Laws. * Source qualified volunteers throughout the season to manage the bar on game days and social events. * Provide assistance at private functions in accordance with By-Law * Responsibility for ordering stock – all orders for supply of alcohol should be either placed by via email, to the appropriate stockist * Ensure appropriate stock levels on hand for club use. * In consultation with the Director of finance set product-selling prices. * Assist in stocking up of the fridges when stock arrives. * Ensure fridges and spirits are locked away when leaving the bar area. * Assist officers and sub-committees in their duties and liaise with committee regarding function requirements * Conduct end of year stocktake on the 31st of October * Prepare annual report for AGM by second Wednesday in October and email to Club Manager * Complete Responsible Service of Alcohol & Approved Mangers Course * Maintain Responsible service of alcohol register * Liaise with customer as to brand preferences within reason * **Note:** In accordance with the constitution, there are no voting rights for this position at Management Committee Meetings | | | |
| Qualifications - Accreditations | | | |
| **Essential** | | **Desirable**  **Basic Math’s knowledge**  **Responsible Service of Alcohol**  **Approved Managers Accreditation** | |
| Reporting | | | |
| * Provide a report on any aspect of the portfolio operations to the monthly Committee meeting. | | | |
| Relationships | | | |
| * Reports to the Club Committee. * Liaises with the Executive. * Liaises with key stakeholders. | | | |