# 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
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| 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.
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| Relationships |
| * Reports to the Club Committee.
* Liaises with the Executive.
* Liaises with key stakeholders.
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