

BAR COORDINATOR

The Bar Coordinator is responsible for the proper management of the club's bar on match days and at other events and functions nominated by the Committee.

Responsible to

The Bar coordinator is responsible to the President of the Club.

Responsibilities and Duties

The Bar Coordinator should:

- Review and price all stock items to be sold in conjunction with the club President
- Coordinate with the President or appropriate person for arrangement of pick up/delivery of all Bar items
- Ensure the Bar is regularly re-stocked throughout the season
- Supervise Bar staff as required and assist during busy periods
- Ensure that the correct RAS, RMLV and venue practices are observed in line with the OLGR regulations
- Ensure all Bar workers including volunteers are familiar with correct handling and hygiene practices
- Obtain, and account, for any floats that are required from the club Treasurer
- Monitor sales to ensure that Bar is not overstocked on certain items
- Be responsible for counting and recording the daily taking with one other person
- Maintain appropriate records as required by the club President/Treasurer
- Ensure a pleasant working environment for the volunteers
- Be responsible for security in the Bar such as money, keys, arming security alarms, locking all doors and windows, switching off all appliances (except refrigeration units) and restricting entry to the Bar to only those who are authorised to be there.

Knowledge and Skills Required

Ideally the Bar Coordinator is someone who:

- Can communicate effectively and has good interpersonal skills
- Is well organised and can delegate tasks
- Has knowledge of health and Safety procedures
- Has knowledge of pricing and ordering liquor
- Has knowledge of the local and state laws regarding liquor licensing

Time Commitment Required

The estimated time commitment required for a Bar Coordinator is 15 - 20hours per week.

The Bar Coordinator is appointed for a 12 month period.