

BRAMSHAW CRICKET CLUB

BAR MANAGER – ROLE DESCRIPTION

ROLE TITLE: Bar Manager
RESPONSIBLE TO: The Club Committee

SKILLS REQUIRED:

Previous bar experience
Friendly & approachable
Organised
Reliable
Confident
Outgoing
Basic budgeting skills
Ability to delegate
Managing people

ROLE PURPOSE:

1) To manage the bar within the club facility

MAIN DUTIES:

- 1) To maintain a current licence and operate within the licensing laws.
- 2) To organise and run the club bar.
- 3) To manage the stock to meet the needs of a very wide age range of customers.
- 4) To make sure that accurate cash-up procedures are followed when the bar is closed down. These procedures are to be agreed with the Treasurer.
- 5) To provide all receipts for bar purchases to the Treasurer.
- 6) To monitor prices and sales and keep the committee informed of the bar accounts.
- 7) To purchase new stock at the most competitive prices.
- 8) To make sure only club members over the age of 18 can access behind the bar.
- 9) To ensure cleanliness and health & safety procedures are upheld.