



## POSITION DESCRIPTION BAR CO-ORDINATOR

### PRIMARY ROLE:

To provide a focal point for the effective co-ordination of Bar operations, associated facilities and stock items required for relevant events and functions held by the club to support the on field efforts and meet the objectives of the SFC.

### REPORTS TO:

- President and SFC Board – Executive Committee

### KEY COMPETENCIES:

- Good working knowledge of the relevant SFC Policies and Procedures, etc.
- Excellent bar operation, beverage service and stock control/storage skills.
- Well developed planning/budgeting skills.
- Well developed organisational skills.

### KEY RESPONSIBILITIES:

- Ensure compliance to all applicable Commonwealth and State Laws, Regulations, Codes and Standards and HBCC By-Laws & Regulations with regards to bar related activities, facilities and stock.
- Ensure all conditions of the SFC Liquor License and RSA requirements are maintained and complied with.
- Ensure that relevant SFC Policies and Procedures are complied with, particularly the Alcohol Policy.
- Develop an annual bar budget and obtain Purchase Orders or use Purchasing card for all purchased items.
- Maintain a register/calendar of bar workers/volunteers required for relevant events and functions.
- Ensure all bar workers are suitably trained and/or supervised and comply with License and RSA requirements.
- Develop and implement required beverage preparation and service procedures/processes.
- Ensure all bar facilities (i.e. bar, cool room, & storage areas are also suitably operated and maintained.
- Develop and issue a pricing list for all relevant beverage sales.
- Liaise with the Events & Catering Co-ordinators to ensure any bar requirements are suitably planned.
- Maintain required cash floats and perform periodic reconciliations and banking tasks as required.
- Review and authorise Contracts and Purchase Orders (in accordance with Authority Matrix).
- Periodically report on bar operations (e.g. compliance, feedback, profitability, lessons learned, etc).
- Initiate, develop and implement opportunities for improvement.

### TRAINING/CERTIFICATION REQUIREMENTS:

- Responsible Service of Alcohol (RSA) Certificate

<b>A</b>	<b>9.11.11</b>	<b>Issued for Review</b>	<b>R. Gardiner</b>	<b>A. McLaren</b>	<b>C. Murphy</b>
Revision	Issue Date	Description	Originator	Checker	Approver