



JOB DESCRIPTION

Director of Bar & Canteen

The role of the Director of Bar & Canteen is to be responsible for the co-ordination and management of all matters relating to operation of the Bar and Club Rooms to allow the Committee to provide good governance. Control purchasing of all liquid refreshments, manage Liquor license and bar roster, maintenance of bar equipment and bar area, maintain compliance of the health act for the bar area, Manage the hire of building and cleaning of club rooms. Responsible for the management of the Canteen including ordering supplies.

Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

Specific duties include but are not limited to:

- Provide advice to the Committee in their management of the Club bar and canteen
- Administer the bar & canteen financial affairs utilising the debit card for bar purchases (signatory) and advise the Treasurer for debit card top up of cash of the Club
- Lead the bar and canteen budget process and ensure an appropriate budget is provided to the Treasurer and Committee for approval
- Ensure development and Committee review of bar policies and procedures to include RSA (Responsible Serving Alcohol) certified staff
- Support any required auditing processes in the completion of the bar reconciliation form & stock takes
- Receipt of all incoming monies
- Bank all monies received
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals



- Keep accurate record of all membership/merchandise/stock withdrawals over the bar

Needed:

- Receipt Books
- Invoice Book
- Bank deposit book
- Receipt details slips & till reconciliation
- Calculator