

Bar manager

Part time paid as sub contract supplier to work for 2 days a week on administration and management, to work behind the bar as part of the staff for tips only. Employ assistant bar staff at a rate of \$75 plus share of tips for a 7.31 hour session.

Collaborative, creative, innovative, accountable and decisive. The duties and responsibilities revolve around planning, scheduling of staff, supervising and allocating the operational activities of the bar. Help direct, control and plan the activities of a bar with any member group scheduled to host an event. In the absence of a theme or member group, assume the total control of the bar.

Scheduling and managing staff requirements

Scheduling staff according to the level of demand, after consultation and an initial period be able to adjust the number of staff for each event and have backup or be backup whenever there is a surge or decline in customer numbers, or the unexpected absence of staff.

Responsible for making sure staff have Smart Serve, know the fire plan and EAP of the club. Be able to evaluate staff and ensure they are knowledgeable about the drinks or the specialty drinks of a specific occasion or cognizant of special requests.

Responsible for Inventory Control

Responsible for the inventory of the bar. Tracking and reconciling all sales of all types of drinks including beers, cocktails, wines, spirits and beverages to the bar as well as mixers and condiments. Using the till to track inventory and taxes, consumption and issue a paper trail.

Determine what inventory is needed and monitor the movement of inventory from the store to the bar. Scheduling these tasks, needs to be done when the bar is not open.

Club specific requirements

To manage the payment of referee and physiotherapist for each match out of the bar or from the car park donations with the appropriate paperwork. Take charge of the car park donations, and allocate to the team collecting, for the above payments, give to treasurer.

To supply teams with after match pitchers for home and away teams according to agreed schedule. Provide water, and gator aid for all junior teams for sale. Redirect payments for food and kitchen to the appropriate till, and notify kitchen of the order.

To sell kit and equipment when requested from behind the bar, to account for the sales in the till and to identify those sales in a separate reconciliation.

To pay for bar staff from the till with appropriate paper work.

Managing the bar for rental events with guest

Consult with renter and arrange for special requests, set the price of table wines and toast drinks based on renter requests. Manage the bar in phases, from ticket and free to cash bar, Ensure staffing to meet the event environment. Coordinate outside suppliers and access.

Managing the bar for events run by the club

Help direct, control and plan the activities of a bar. In the absence of a theme, assume the total control of the bar.

Whenever possible meet with the social group managing the upcoming event and agree on any specialty drinks that are part of the theme, if time permits arrange for a taste testing consultation and notify them of inventory extras as well as price points for specialty items. And make appropriate recommendations. Accommodate where relevant additional theme based requests. Maintain the regular inventory in addition to specialty items.

Accommodate the small bar requirements of Thursday evening, Friday evening and Sunday afternoons. Post the times when the bar will be open, the bar does not have to be open on Monday and Tuesdays unless by special arrangement with the club.

Allocating Cleaning Tasks

Ensure that the bar is perfectly cleaned. Responsible for scheduling staff to clean the bar wash glasses and other utensils on a continuous basis. Manage the cleanup of the bar at each event prior to opening and reasonable table clearing during the event, have floor mops and spill cleanup monitored and managed by the staff at the event. At close all empties should be sorted by type and set for pick up and return, (part of the event reconciliation), all

tables should be cleared and garbage cans emptied and put into the outside bins, or recycled. Arrange for deposit of garbage and recycling at road on Tuesday am

Accounting and reconciliation

Book keeping and appropriate reconciliation of cost and expense to income and inventory each time the bar is open for an event. Work with the treasurer to go through reconciliations within 48 hours of an event. Forms and computer program will be provided. A safe will be installed in the office for the bar take after an event.

Week entries

- **Day One** - Wed youth teams bar supporters and soft drinks
- **Day Two** - Thursdays, potluck food with bar, social activity planned by players
- **Day Three** - Friday potluck food bar after flag rugby
- **Day Four** - Saturday am soft drinks, noon open to closing either theme night or rental
- **Day Five** - Sunday clean up, soft drinks for tournaments, rentals bar requirements or Grumblers practice or home games.
 - Entry for referees physios
 - Entry for kit sales
 - Entry for car park by team date.
 - Entry for manager payment and any staff payment,

Facility

Ensure the security monitoring system is active and all relevant signage in place. Manage capacity of the building, on the license, and co-ordinate with renters or theme groups. Permits submitted for excess numbers in advance, and mechanism in place with any group to review fire plan, liability insurance and to lower excess capacity.

Recommend security requirements, if a theme club night work with theme team to establish security needs. To discern if event is not going to meet standards and make recommendations. Door security needs to be paid for through door entry fee, not out of the bar.

Responsible for the closing of the bar according to the law. Liaising with the liquor inspector, working with the manager of an event for procurement of any additional permits for additional capacity or additional fenced off areas.

Responsible for being up to date on the current licensing laws and that the bar adheres to them. Attend the AGBO course in Oshawa .

Update certifications as necessary,

Work with the full knowledge that they are the representative of the LRFC and as such can require any visitor or member to conform to the Provincial and Federal law and the club by laws. To have open access and exchange of ideas and recommendations with the Board, and be able to effect changes upon approval.