



## Position Description – Bar Convenor

### OBJECTIVE:

To provide an appropriate canteen service at all home games and at other times as agreed. To provide support to the Executive and Committee members to ensure the efficient operation of the Bar.

### RESPONSIBILITIES / TASKS:

- Keep updated on club functions and event booked into the event calendar that will require the bar.
- Order all Bar/Alcohol as required.
- Arrange pick up/delivery of all bar stock items.
- Check deliveries to invoices.
- Ensure all prices are clearly displayed for both customers & volunteers.
- To ensure stock items behind the bar is always within expiry date.
- Ensure you hold a current RSA (RSA are to be updated every three years).
- Attend as many functions as you can to run the bar.
- If unable to attend a function or event, ensure there is a suitable person in charge and that they hold a current RSA.
- Put together rosters for all functions and events.
- Keep a list of current RSA persons within the club that are willing to help with bar service.
- Obtain, and account, for any floats that are required from the Treasurer.
- At the end of each day's trading, in conjunction with the Treasurer or other designated Committee member, count and balance the takings. This will include signing a cash summary sheet.
- Complete a weekly Stocktake and provide to Treasurer.
- Maintain appropriate records as required by the Treasurer and/or Committee.
- Pass on all invoices and receipts to Treasurer as soon as possible.
- Ensure that the bar areas provide a safe working environment for all.
- Ensure that all health regulations are complied with.
- Ensure the Bar is clean and operational always. Bar must be cleaned, swept and mopped weekly after use.
- Keep the Committee informed of all relevant matters.
- Understand and follow OH&S and report incidents where necessary
- Know, maintain and implement the Club Code of Conduct
- Know, maintain and implement the Zero Tolerance Policy
- Attend monthly general meetings and any committee meetings organised.

### RELATIONSHIPS:

- Reports to the Treasurer
- Liaises with the Club Executive
- Liaises with official Club suppliers & stakeholders

### ACCOUNTABILITY:

- Accountable to the Club Executive Committee
- Provide a report on any aspect of portfolio operations to the monthly Committee Meeting



- Seek ratification from the Treasurer prior to committing the Club to any financial expenditure or action

The estimated time commitment required as the Bar Convenor is up to 20 hours per week.