



## **BERWICK CURLING CLUB**

### **JOB DESCRIPTION: BAR INVENTORY COORDINATOR**

The Bar Inventory Coordinator is a volunteer position, responsible for all aspects of purchasing and inventory control for the bar operation at the Berwick Curling Club. The Bar Inventory Coordinator reports to the Bar Manager.

Specific duties include, but are not limited to:

- 1) Purchases all products that are sold in the bar, from approved suppliers, including all alcoholic and non-alcoholic beverages, and any snack foods that are sold.
- 2) Manages inventory levels to ensure low frequency of stock-outs, while keeping inventory levels to a minimum.
- 3) Performs counts of inventory on a regular, or as-required, basis.
- 4) Collects and returns all empty bottles for refund.
- 5) Bartends on an as-needed basis.
- 6) Performs sundry other duties as required to help keep the bar operating as expected.

The Bar Inventory Coordinator will be expected to take the Server Training that is offered through the Serve Right Responsible Beverage Service Program.

The Bar Inventory Coordinator must be a member in good standing of the Berwick Curling Club.