



BERWICK CURLING CLUB

JOB DESCRIPTION: BAR MANAGER

The Bar Manager is a volunteer position, responsible for all aspects of the bar operation at the Berwick Curling Club. The Bar Manager reports to the Club President. The Bar Manager also reports indirectly to the Club Board of Directors and other Officers.

The Bar Manager will directly supervise the Bar Scheduler, Bar Inventory Coordinator, and all Bartenders.

Specific duties include, but are not limited to:

- 1) Supervises the Bar Scheduler to ensure a schedule is created that ensures expected bar service is provided for all Club Leagues or events that require bar service.
- 2) Supervises the Bar Inventory Coordinator in the performance of their duties, and ensures that their duties are carried out.
- 3) Performs nightly close-out of cash, either personally, or by ensuring that bar staff are trained and knowledgeable in the established procedure. Ensures that all money is properly accounted for. Works with the Club Treasurer to ensure any discrepancies are resolved quickly and correctly.
- 4) Acts as the Club expert on current regulations under the Liquor Control Act, and ensures that all bar staff have knowledge in the areas of the regulations that are most applicable to the proper operation of the bar.
- 5) Works with the Board of Directors to establish product pricing and bar operating procedures.
- 6) In cooperation with other Bar Staff, is responsible for product selection, and for choosing any new products to be offered in the bar.
- 7) Ensures that all bar staff are properly trained in established bar operating procedures and applicable regulations under the Liquor Control Act.

- 8) Ensures that all bar staff are dispensing product in the Club's prescribed serving sizes. Takes appropriate steps to keep over-pouring and giveaway to a minimum.
- 9) Helps Bar Scheduler, Bar Inventory Coordinator, and all Bartenders resolve issues that arise during the course of bar operation. Issues that cannot be resolved at the Bar Manager level can be elevated to the Club President.
- 10) Recruits bartenders as necessary.
- 11) Attends Board of Directors meetings as required to provide updates on bar operations and answer questions that may arise.
- 12) Makes arrangements with supplier to perform regular cleaning of draft machine lines.
- 13) Interacts with suppliers to inquire about items that can be used as door prizes for club events.
- 14) Performs sundry other duties as required to keep the bar operating as expected.

The Bar Manager must take the Manager training provided through the Serve Right Responsible Beverage Service Program. Cost for this 4-hour training will be picked up by the Curling Club.

Per Nova Scotia Club Liquor Licensing Requirements, the Bar Manager must also submit a criminal records check.

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