



BERWICK CURLING CLUB

JOB DESCRIPTION: BAR SCHEDULER

The Bar Scheduler is a volunteer position, responsible for all aspects of scheduling for the bar operation at the Berwick Curling Club. The Bar Scheduler reports to the Bar Manager.

Specific duties include, but are not limited to:

- 1) Creates a schedule for bartenders that ensures expected bar service is provided for all Club Leagues or events that require bar service.
- 2) Ensures bar schedule is communicated to all bartenders, either through direct communication, or through established Club communication lines.
- 3) Resolves all scheduling conflicts that arise, ensuring no interruption in expected service.
- 4) Bartends on an as-needed basis.
- 5) Performs sundry other duties as required to help keep the bar operating as expected.

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

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