

Duties Statements: House Chairperson and Bar Staff**Position: Bar Supervisor****Summary of the Position**

The Bar Supervisor shall be responsible for the management of the bar facilities at the Largs Bay Sailing Club.

The Bar Supervisor will ensure that the bar is suitably stocked and staffed during club trading hours and when the club facilities are hired out for private functions.

The Bar Supervisor shall work in cooperation with other bar staff, the House Chairperson and the management of the LBSC to provide food and beverage service to members and visitors in a manner consistent with LBSC procedures.

The Bar Supervisor will be employed on casual basis at bar operating hours determined by the Management Committee and shall be paid at the current award wages as agreed with LBSC management.

Reporting and Working Relationships

The Bar Supervisor shall report to the House Chairperson of the LBSC and shall work under the direction of the Management Committee to ensure the efficient operation and profitability of the club's bar functions.

The Bar Supervisor shall assist the Social Chairperson with bookings to hire club facilities for private functions.

This support will include liaising with the hirer for supply of special services; calculating end of booking fees and collecting payment for bar sales and other special services.

The Bar Supervisor shall provide financial and stock reports to the House chairperson and Treasurer of the LBSC.

The Bar Supervisor is responsible for the coordination and supervision of both paid and volunteer bar staff.

Position Context

The Largs Bay Sailing Club exists to foster the sport of sailing and has a range of resources to support the conduct of sailing events and social activities for club members.

The club facilities are situated on the foreshore at Largs Bay just north of the Largs Bay jetty and comprise a three-level club building, which includes two licensed bar areas and a large balcony area overlooking the beach plus two squash courts. The club facilities are used by members and visitors and are offered for limited hire for weddings, conferences, birthdays and other social functions.

The bar is staffed with casual employees and has in the past been managed entirely by volunteers. The Management Committee employs the Bar Supervisor to support the House Chairperson, who is directly responsible for the bar facilities to ensure that the bar is run efficiently and to commercial standards.

Responsibilities and Duties

The Bar Supervisor shall manage the operation of the club bars to:

1. Support and assist the House Chairperson with bar operations and management.
2. Supervise the bar to ensure it operates to commercial standards and makes a profit.
3. Support and assist the House Chairperson with staff recruitment, training and supervision.
4. Assist the Social Chairperson with the coordination and management club facilities hire for private functions.
5. Work as a Barperson to provide food and beverage service to club members and visitors.
6. Establish and manage a staff roster and communicate with staff to advise their rostered hours.
7. Supervise other bar staff and volunteers during trading hours.
8. Ensure that staff are trained and supervised to meet customer's expectations.
9. Ensure that bar staff, at all times, comply with SA licencing laws and provide responsible service of alcohol.
10. Supervise the continual re-stocking of bar fridges are to meet the demands of customers.
11. Supervise the regular clearing of used glasses, bottles and waste from the bar counter and tables in customer areas.
12. Supervise the washing of glasses and other bar equipment to ensure a regular supply is on hand.
13. Ensure the club's legal obligations are maintained, including obtaining necessary licences for functions.
14. Control money handling systems; maintain floats and monitor the security of money and bar stock.
15. Keep a proper record of all sales receipts and orders and payments for stock.
16. Manage the club electronic register system to accurately record and reconcile purchases, sales and receipts.
17. Oversight the recording of stock purchases, bar sales and receipts and provide relevant transaction reports.
18. Provide weekly reports of sales, stock and float balances to the House Chairperson.
19. Provide the House Chairperson and Treasurer with a weekly record of staff hours of employment to ensure the prompt payment of staff wages (including their own).
20. Order supplies of alcoholic and non-alcoholic beverages and snack food to ensure that the club bars are stocked to meet estimated weekly demand, while recognising the effects on cash flow if excess stock is held.
21. Maintain good relations with beverage and stock suppliers.
22. Work with the House Chairperson and Management Committee to facilitate sponsorship and promotional deals offered by liquor and beverage suppliers.
23. Be aware of changing trends in drinking and eating habits and make recommendations to the House Chairperson accordingly to match customer demands and maximise bar revenue.

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24. Report to the House Chairperson any complaints or comments from members and visitors.
25. Be on-site or coordinate an alternate person to accept stock deliveries when required.
26. Ensure the bar facilities and equipment is clean and meets relevant safety and hygiene standards.
27. Ensure that refrigerators and dispensing equipment are properly maintained and serviced.
28. Open and close the club bar in accordance with the club's licenced hours
29. Coordinate with the caretaker to ensure the security of the club premises at the close of trade.
30. Be prepared to perform other reasonable duties requested by the House Chairperson or a LBSC Committee Member.
31. Responding to enquiries for venue hire.
32. Providing information material to prospective hirers.
33. Coordination of bookings for venue hire and arranging any special licensing, facilities and/or catering arrangements.
34. Liaising with caterers, entertainers and others as required for each hire arrangement in regards to club access and policy.
35. Liaising the maintenance requirements of the facility, including the cleaning contractor as required.

Required Knowledge, Skills and Personal Characteristics

Ideally the Bar Supervisor should:

1. Be trustworthy and reliable
2. Have very good communication and supervisory skills.
3. Be well organised, friendly and hospitable.
4. Be able to delegate and manage paid and volunteer staff.
5. Be familiar with electronic register systems to ensure that accurate records are kept of sales.
6. Oversight the recording of stock purchases, bar sales and receipts and provide relevant transaction reports.
7. Be able to prepare and interpret accounting records and prepare financial reports (using MS excel and word).
8. Understand and maintain standards for responsible service of alcohol.
9. Be familiar with different types of alcohol and their method of service.
10. Have a reliable method of personal transportation.

Employment Basis

The Bar Supervisor is employed on a casual basis. The rate of pay will be negotiated with the Management Committee of LBSC based on current industry rates including superannuation.

The Bar Supervisor should be available in late December to mid-January each year, a period when the sailing club will usually host one or more National sailing regattas.

Estimated hours of employment (subject to demand):

Current core weekly trading & administration hours:

Thursday (or other day)		2 hours	Bar administration; stock and rosters (out of hours)
Fridays, January – December	3.30 – 7.30 pm	3 hours	Club bar open for service (5pm - close) and out of open hours for venue hire enquiries and other duties
Saturdays, October - April	3.00 – 7.00 pm	4 hours	Club bar open for service

Additional hours may be required, subject to function bookings and special sailing events:

Fridays/Saturdays	7.00 – 1.00 am	6 hours	Club bar open for function hirer
Sundays (Sailing events)	3.00 – 7.00 pm	4 hours	Club bar open for service
December/January (Regatta)	3.00 – 7.00 pm	4 hours	Club bar open daily for service (5-10 days)

Requirements

The Bar Supervisor shall:

1. Report punctually when rostered for duty, wearing suitable attire and maintain a high standard of personal presentation.
2. Abide by and have a sound knowledge of the South Australian liquor licensing laws and regulations.
3. Complete a course in Responsible Service of Alcohol (RSA) and preferably have a Responsible Persons Badge issued by SA Consumer and Business Services (Liquor Licensing Commission).
4. Behave in a responsible manner at all times when supervising the bar facilities and persons employed to work in the club bar and when liaising with suppliers and hirers of the club facilities.
5. Be able to prepare and interpret accounting records and prepare financial reports (using MS excel and word).
6. Submit every two years a National criminal history screening report to the Management Committee.

END – Bar Supervisor