



ENDEAVOUR HILLS JUNIOR FOOTBALL CLUB & AUSKICK



Incorporation Association No. A00053411 - ABN: 83 698 930 671

Position Description

Bar Operations (General Position)

Objective

- Provide bar facilities to club members and visitors at match reports and functions.
- To ensure a safe and comfortable environment for club members through the implementation of the Responsible Management of Alcohol policy.
- Ensure that bar operations are managed efficiently to meet budget requirements.
- To provide support to the executive and committee members to ensure the efficient operation of the club.

Responsibilities

- To have a current RAS (Responsible Serving of Alcohol) qualification
- Provide bar services for all functions and events as required by the committee.
- Coordinate bar staffing for all bar operations.
- Ensure appropriate licences are held by the club and displayed as required.
- Manage the sale of liquor in accordance with the provisions of the Liquor Control Commission licence as held by the club.
- To account for all purchases and sales of liquor.
- Assist the Treasurer in maintaining the security and integrity of all cash floats and EFT transaction receipts.
- Ensure sufficient supplies of liquor is available to meet the needs of all club members and visitors.
- Implement/maintain the Club Responsible Management of Alcohol policy.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.
- Prepare a comprehensive report of all activities of the club to the Treasurer for presentation to members at the Annual General Meeting.

Relationships

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with official club suppliers & other key stakeholders.

Accountability

- Accountable to the Club Executive & Committee.
- Provide a report on any aspect of the portfolio operations for monthly committee meetings.
- Seek ratification from the appropriate committee member prior to committing the club to any financial expenditure or action.

