



## Position Description

Date of Issue:- 02 February 2008

**Position Title:-** Clubhouse Manager

**Reports To:-** Treasurer and Members

**Purpose of Position:-** The Clubhouse Manager has the day-to-day responsibility for the Clubhouse facilities within the club.

### *Responsibilities and Duties*

The Clubhouse Manager shall:

- Prepare a budget for clubhouse activities and monitor it carefully
- Keep the Bar's accounts up to date and funds reconciled with sales.
- Keep a proper record of all payments and monies received
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that the bar is stocked according to estimated demand
- Liaise with the Club Committee with regards to upcoming functions etc that may require alterations to the normal stock purchase
- Be aware of changing trends in drinking and snack habits
- Work with the committee to best facilitate sponsorship of liquor and beverages
- Draw up and manage a rotating bar-staff roster and contact the Club Captain to contact those involved to remind them of their duties
- Train Club members in all aspects of bar service and equipment especially running a stock inventory and cash management/reconciliation
- Ensure the bar and equipment is clean and meets relevant safety standards.
- Ensure refrigerators and dispensing equipment is properly maintained and serviced.
- Monitor bar-snack sales and ensure stock is sold before use-by dates expire
- Assist the development and fundraising and house committees in catering and special event beverage supplies
- Renew Liquor Licence annually and ensure all legal requirements are met
- Keep good relations with liquor, beverage and stock sponsors and suppliers
- Manage the upkeep of the clubhouse facilities, including the cleanliness and tidiness of the store room
- Liaise with the cleaning contractor to ensure that the clubhouse is cleaned as required

### *Knowledge and Skills Required*

Ideally the Bar Manager should be:

- Well organised, friendly and hospitable
- Able to delegate and manage voluntary staff
- Able to keep good records and manage financial records by computer

### *Estimated Time Commitment Required and Period of Appointment*

The estimated time commitment required as the Clubhouse Manager is 16 hours per week during the season and six hours out of season.

The Clubhouse Manager is appointed by the Club Committee for a period of 2 years. The Clubhouse Manager is paid an honorarium of \$TBA per season.