



# West Auckland Association Football Club

## Bar Manager Role Description

The Bar Manager is a voluntary position responsible for the upkeep and management of the bar ensuring a safe and welcoming environment for all West Auckland AFC (WAAFC) members, visitors and stakeholders.

<b>Responsible to</b>	Executive Chairperson & Executive Committee
<b>Responsibilities &amp; Duties</b>	<ul style="list-style-type: none"><li>• Ensure that adequate stock is held at all times to meet the needs of club's activities.</li><li>• Be the key contact for the hire of the club facilities ensuring that all health and safety, licensing and regulatory requirements are met.</li><li>• Ensure the bar and lounge meet all health and safety and regulatory requirements.</li><li>• Develop and maintain an alcohol management policy that highlights the clubs social responsibility in protecting all members, family and visitors to the WAAFC.</li><li>• Maintain the clubs Host Responsibility and is up to date, relevant and meets all regulatory requirements.</li><li>• In conjunction with the Volunteer Coordinator develop a roster that meets the services needs of the club.</li><li>• Responsible for all bar staff and volunteers ensuring they understand the clubs alcohol management policy and host responsibility.</li><li>• In conjunction with the Executive Committee or appropriately delegated volunteer, manage the provision of functions and fundraising events.</li><li>• Maintain and manage a high customer service focused attitude of self and all that provide a service to all members, family and visitors to the WAAFC.</li><li>• Following all aspects of the WAAFC Code of Conduct and any other club policies as they relate.</li><li>• Meet all the WAAFC reporting requirements as they become due or are requested.</li><li>• Evaluate personal performance annually reporting to Executive Committee and ensure succession of own position.</li><li>• Review own position description to ensure accuracy and submit potential changes to the Executive Committee.</li></ul>
<b>Knowledge &amp; Skills Desired</b>	<ul style="list-style-type: none"><li>• Registered and knowledgably around liquor and facilities licensing requirements.</li><li>• Can communicate effectively.</li><li>• Well organised and can delegate tasks.</li><li>• Can maintain confidentiality on relevant matters.</li><li>• Has a good working knowledge of the constitution.</li></ul>
<b>Estimated Time Commitment Required</b>	The estimated time commitment required for the role of Bar Manager is 3 – 4 hours over 2 days per week for the duration of the season. In certain cases, extra hours may be incurred.
<b>Period of Appointment</b>	Period of appointment 12 months.