



## JOB DESCRIPTION

### BAR MANAGER

<b>Job Title</b>	Bar Manager
<b>Main Purpose of Job</b>	Reporting to the Club Secretary, to provide a first class bar service to members, their guests and visitors. To ensure the security of stock, cash and other Club assets under his/her control. Also, to be the principle key holder and to have the clubhouse securely locked overnight.
<b>Job Location</b>	The clubhouse of Liberton Golf Club and any other area within the golf club designated as an area for providing a bar service.
<b>Responsibilities</b>	In addition to the main purpose and duties as outlined elsewhere in this document, to staff the bar with permanent and casual staff allowing for the peaks and troughs of business, minimising staff costs. As part of the staffing process, the Bar Manager will assist the Club Secretary in the recruitment of bar staff.
<b>Working Hours</b>	The Club operates a flexible working year which will average to 40 hours per week. This will coincide with the Summer and Winter Hours programme. A measure of flexibility is required to ensure that all opening hours are covered.
<b>Duties</b>	<ol style="list-style-type: none"><li>1. Provide an efficient and courteous service over the bar to members, their guests and visitors. Also to attend and run Club functions as outlined in 'Functions' Section.</li><li>2. Secure all money and assets of the bar and prepare twice each week, the bar cash receipts in excess of the float and standard cash payments, duly balanced, the relevant till totals and vouchers to be handed to the Club Secretary for banking.</li></ol>

3. Ensure a high standard of cleanliness and hygiene is maintained throughout the bar and other public areas of the Clubhouse.
4. Maintain strict security of the clubhouse including:
  - a) Activating and deactivating the Burglar Alarm system.
  - b) Opening and locking of all clubhouse doors and windows.
  - c) Switching off unnecessary lights and electrical equipment.
  - d) Protecting the Gaming Machines during closed periods.
5. Maintain adequate bar stocks.
6. Maintain an up-to-date record of supplies received and stock returned to the wholesalers, together with supporting documents.
7. Ensure all stocks are available for inspection during stocktaking periods.
8. Ensure all bars are opened and closed in accordance with the Club's licensing hours.
9. Ensure bar area and the bar equipment is maintained in good working order and is regularly cleaned; This includes all beer and lager line equipment and bottle optics
10. Provide the Club Secretary with details of hours worked by all staff.
11. To provide the Club Secretary with weekly Shift Sheets by mid day each Friday for the following weeks bar staff and themselves.
12. To ensure that all staff receive the correct training in every aspect of their job with all staff conforming to the standards of dress set by the Club Council.
14. To be responsible under the Health & Safety at Work Act in ensuring that work is performed in a safe manner. Also to know all fire exits and fire extinguishers and the location of fire alarms. A First Aid kit and Accident Book are located behind the bar and all accidents must be entered in the book and reported to the Club Secretary at the first available opportunity.

15. To carry out checks on fire alarms, hold fire drills and to carry out the Clubhouse quarterly inspection with the Club Secretary.
16. To ensure the safekeeping of trophies removed from the trophy cabinet in preparation for presentation at designated competitions.
17. Ensure there is soap, towels etc. available in the gents, ladies and disabled toilets on ground floor level.
18. Ensure preparation of main lounge for Club functions i.e. moving of tables and chairs etc. is done prior to the event and arrangements are made for the main lounge to be returned to normal immediately following the function.
19. Attend weekly meetings with the Club Secretary and the Club Caterer to ensure that arrangements for staffing, facility preparation etc are met to the standard expected of the Club Council.

This is not intended to be an exhaustive list of duties and others may be added or be necessary to secure the proper performance of the job.

**Authority & Discretion**

You will have the authority to order replacement stock from the Club's bar, till roll and cleaning material suppliers.

**Catering**

Take orders, through the electronic bar system for bar catering. Work closely with the Club Caterer to ensure smooth transitional service delivery at all times.

**Functions**

A good attendance at club functions is in the interest of both club and employees mainly because of the ambience that this brings to club social life and the income brought in over the bar. You should, in liaison with the Club Secretary and Social Convener, be aware of future and impending functions and actively promote them by offering tickets to members when they are at the bar.

At private functions to adhere to club procedures with regard to guest attendance, dress code and members' behaviour and responsibilities.

With the exception of holidays and sickness, to be in attendance at all Club functions unless as agreed with the Club Secretary.

<b>General</b>	To carry out any other appropriate duties as and when required by the Club Secretary or Council.
<b>Disciplinary and Grievance Procedures</b>	Details of these are given in the Employment Handbook issued to the employee who must familiarize him/herself with the contents.
<b>Summary Dismissal</b>	In the event of serious or gross misconduct, the Club reserves the right to dismiss an employee instantly and without notice.