



## Position Details

<b>Position Title</b>	Bar Manager
<b>Reporting To</b>	Director of Administration and Finance

## Position Overview

The Bar Manager is directly responsible for the coordination of bar facilities and staff.

## Operational Objectives

- Liaises with the House Manager to schedule and coordinate all club social functions.
- Liaises with volunteers to ensure bar is stocked on a regular basis.
- Responsible for operating POS.
- Ensures provision of qualified (RSA) bar staff for successful events.
- Encourages volunteers to help with bar and gain accreditation.
- Coordinate with Club Administrator to schedule bar staff for private functions.

## Skills & Experience

This position would suit someone with good communication skills and knowledge of club membership needs.

## Position Description Approval

Name	Signature	Date
<b>President</b>		___/___/___