

# ABINGDON SQUASH AND RACKETBALL CLUB

## Bar Manager Job Description

The role of the Club Bar Manager is to co-ordinate the management of the bar to ensure it runs smoothly and efficiently.

### **Essential Duties:**

- Ensure bar is staffed at the allotted times.
- Place regular orders with the Brewery supplier.
- Place regular order with the Wholesaler.
- Clean the pipes once a week.
- Manage the current team of bar staff.
- Help staff the bar for other events such as OSRA county weekends.

### **Other responsibilities and duties:**

- Consider working one of the rostered shifts.
- Look into alternative suppliers in order to improve margins.
- Liaise and if needed attend Committee meetings.
- Assist with regular stocktakes.
- Help to recruit new bar staff as and when required.
- Establish procedures and practices for the bar staff.
- Help promote the bar by holding promotions and/or social events.

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