

# ABINGDON SQUASH AND RACKETBALL CLUB

## Bar Person Job Description

The role of the Bar Person is to manage the bar to ensure it runs smoothly and efficiently.

### **Essential Duties:**

- Open the bar on time.
- Check, count and record all takings.
- Ensure the clubroom is always kept clean and tidy.
- Change barrels as and when required.
- Collect and wash glasses, including glasses from the court areas.
- Ensure shelves are stocked.
- Inform the bar manager of low stock items.
- Arrange alternative cover if unable to do your shift.
- Ensure bar is always alarmed when leaving.
- Leave the bar and clubroom how you would expect to find it.

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

- Help with potential new members who call in and show them around the club.
- Assist with establishing procedures and practices for the bar staff.
- Assist where possible with respect to promotions and/or social events.

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