



Role Outline: Bar Manager

NAME OF CLUB:	Brush Bowls Club
ROLE:	Bar Manager
RESPONSIBLE TO:	Club Committee
NAME OF VOLUNTEER:	Name
START DATE: XX/XX/XX	END DATE: XX/XX/XX

Manage all business aspects of the bar.

Typical Responsibilities:

- Ensuring adherence with the license
- Negotiating supplier contracts for liquor supplies
- Taking inventory and reordering supplies
- Managing budgets and maintaining profit
- Identifying opportunities for increased revenue
- Organising volunteer staff and any required training
- Monitor the breadth of range of drinks and snacks, ensuring stock levels of best sellers
- Provide a monthly report to the Management Committee
- Arranging handover or succession planning for the position