

JOB DESCRIPTION

Job Title:	Bar Manager
Location:	Haslingden Cricket Club, Bentgate, Haslingden
Job Purpose	<ol style="list-style-type: none">1. General management of the bar at Haslingden Cricket Club, including responsibility for, and the management of, the casual bar staff2. General duties associated with the bar including, and not limited to, stock ordering, banking, timesheets, receipt of deliveries, record keeping, health and safety and licensing matters3. General management of the club's function room bookings and subsequent functions and events
Reporting To	Will receive supervision and guidance from, and report to, The Committee, and the Club's Chairman and Bar Liaison Representative in particular
Staff Management Responsibilities	The casual bar staff team
Range of Decision Making	Daily decisions relating to the bar and function room, within established policies and procedures
Responsibility for Assets, Materials Etc.	Responsible for the safe usage of any materials and equipment in compliance with Health and Safety Legislation
Budgetary Responsibilities	Will monitor cost of activities, and spend, against the appropriate budget as set by The Committee
Hours and Pay	Approximately 40 hours per week. Pay commensurate with experience. Please note that evening and weekend working is expected
Holidays	28 working days per annum, including Bank Holidays
Sickness Absence	Statutory Sick Pay, payable after the first 3 days of any period of sickness absence
Pension	Automatic enrollment in to a qualifying pension scheme with the People's Pension
Key Contacts	The Committee The Chairman The Bar Liaison Representative

Essential Duties & Responsibilities

Health and Safety

1. An awareness of, and adherence to, the Club's recorded liability and risk assessments (a copy of these will be provided once appointed)
2. Responsible for the arrangement of the Club's annual PAT and electrical installation testing
3. Responsible for the arrangement of the servicing of the Club's fire extinguishers

Function Room and Bookings/Club Events

4. Maintain the electronic and hard copy diaries for function room bookings, ensuring that both are synced
5. Monitor the Club's email account and respond to all bar/function room booking enquiries
6. Liaise with the committee member responsible for social media to ensure that all Club functions and events are advertised and promoted in a timely manner
7. Responsible for the setup of the function room for all Club events and bookings, if required

Bar and Staff Management

8. Prepare and complete the weekly timesheet to record bar staff hours worked every Sunday and send to the Payroll administrator
9. Responsible for the ordering of all bar stock
10. Responsible for the bar cleaning rota and associated housekeeping, waste management and maintenance of the bar and pumps etc
11. Responsible for the receipt of bar stock deliveries and maintenance of the cellar
12. Responsible for the completion of the daily and weekly bar takings count and reconciliation sheets and other associated admin duties
13. Responsible for banking the bar takings, and the ordering and collection of the bar change required
14. Responsible for the production of the monthly bar staff rota, and management of bar staff holiday requests, ensuring that there is adequate cover in place at all times, and for all events and functions
15. Liaise with the Club's cleaner to ensure that the Club is cleaned as and when required
16. Responsible for ensuring that the bar staff team adhere to the published bar rules
17. Responsible for bar stock rotation
18. Responsible for the receipt and recording of all payments/transactions made over the bar
19. Responsible for recording all Club membership renewals

Licence

20. The Bar Manager must obtain, and maintain, any required licence, at the Club's expense

Please Note:

This information is provided to help staff joining the Club to have an understanding and appreciation of the work content of the post and the role they are to play in the Club. The following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail. Broad headings may have been used, which assume that all the usual routines are included.
- Staff should not refuse to undertake work that is not specified on this form as it is for guidance/information purposes only.

Admin References

Date: 02.01.20

Compiled / Reviewed By: RP