

## **Port Moody Curling Club**

### **BAR MANAGER JOB DESCRIPTION**

The Bar Manager is responsible for all aspects of the bar operation at the Port Moody Curling Club. The Bar Manager reports to the Club President and reports indirectly to the Club Board of Directors and other Officers.

The Bar Manager will directly supervise all Bartenders.

Specific duties include, but are not limited to:

1. Creates a bar schedule that ensures expected bar service is provided for all Club Leagues or events that require bar service.
2. Bar Inventory, purchase Stock (Liquor & Non-Liquor, Record Purchases, and post in WaveApps
3. Performs nightly close-out of cash, either personally, or by ensuring that bar staff are trained and knowledgeable in the established procedures. Ensures that all money is properly accounted for. Works with the Club Bookkeeper to ensure any discrepancies are resolved quickly and correctly.
4. Acts as the Club expert on current regulations under the Liquor Control Act and ensures that all bar staff have knowledge in the areas of the regulations that are most applicable to the proper operation of the bar.
5. Informs the Board of Directors on establishing product pricing and provides bar operating procedures.
6. In cooperation consultation with other Bar Staff, is responsible for product selection, and for choosing any new products to be offered in the bar.
7. Ensures that all bar staff are properly trained in established bar operating procedures and applicable regulations under the Liquor Control Act.
8. Ensures that all bar staff have taken courses and are certified in Serve it Right and the required Food Safe certificate program as per Fraser Health requirements.
9. Ensures that all bar staff are dispensing product in the Club's prescribed serving sizes. Takes appropriate steps to keep over-pouring and giveaway to a minimum.
10. Helps all Bartenders resolve issues that arise during the course of bar operation.  
Issues that cannot be resolved at the Bar Manager level can be elevated to the Club President.
11. Recruits bartenders as necessary.
12. Ensures the Bookkeeper has all the information required to provide updates on bar operations and answer questions that may arise from the Board of Directors. Will provide further information to the Board as required.
13. Set up for the following year including renewing licenses, setting up payroll, setting up bartender information
14. Prepare bar area prior to first service to meet Fraser Health requirements.
15. Update Price Lists and Update Cash Register
16. Ensure payroll is made on a bi-weekly basis
17. Recording sales in the accounting system and in the Accounting drive.
18. PST Reconciliation and Payment on a regular basis.
19. Work Safe BC Reconciliation and Payment on a regular basis.
20. Performs sundry other duties as required to keep the bar operating as expected.

The Bar Manager must take the Manager training provided through the Serve Right Responsible Beverage Service Program. Cost for this 4-hour training will be paid for by the PMCC Curling Club. The Bar Manager must also submit a criminal records check.

Job Type: Temporary

Salary: \$25.00-\$28.00 per hour

COVID-19 considerations:

The Port Moody Curling Club COVID requirements align with the BC Public Health Officer orders.