

Job Posting

Bar Manager

(Part-Time Contract Position)

The Opportunity:

The Port Moody Curling Club is a vibrant curling club with 6 sheets of curling ice and a growing membership of approximately 550 active members of all ages and abilities.

Reporting to the Club Manager(s), the Bar Manager is responsible for all aspects of the operation of the Bar (Lounge) at the Port Moody Curling Club, including the following responsibilities:

1. Creates a bar schedule that ensures expected bar service is provided for all Club Leagues or events that require bar service.
2. Manages bar Inventory, purchases stock (Liquor & Non-Liquor), and records purchases and posts in Accounting Software, such as Wave or similar.
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, in keeping with Club financial practices and policies. Works with the Club Manager and/or 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. Ensures that all bar staff are properly trained in established bar operating procedures and applicable regulations under the *Liquor Control Act*.
6. Informs the Club Managers on establishing product pricing and provides bar operating procedures.
7. In consultation with other bar staff, is responsible for product selection, and for choosing any new products to be offered in the bar.
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. Proof of program completion are to be provided and copies sent to the PMCC Secretary.

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. Assists all Bartenders to 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 Manager.
11. Recruits bartenders as necessary.
12. Ensures the Club Bookkeeper has all of the financial information (receipts, etc.) required to provide updates on bar financial operations and to answer questions that may arise from the Board of Directors. Provides 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 in accordance with Fraser Health requirements.
15. Update Price Lists and Update Cash Register
16. Ensure payroll is made on a bi-weekly basis
17. Ensure the recording of sales in the accounting system and in the Accounting drive.
18. PST Reconciliation and Payment on a regular basis.
19. Complete Worksafe 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 Curling Club. The Bar Manager must also submit a criminal records check.**

While responsibilities cover the full year, the seasonal nature of the Club requires the Bar Manager to work a flexible and variable schedule, depending on the time of year.

Target start date: August 10, 2026

Qualifications:

- Minimum 3 years' experience in restaurant management or a supervisory role.
- Self-motivated, clear communicator, and proactive.
- Strong POS and sales system knowledge, including troubleshooting and team support.
- Experienced in scheduling, training, and building high-performing teams.
- Sharp problem-solving skills with a calm, steady approach under pressure.
- Forward-thinking and adaptable in a fast-paced, ever-changing environment.
- Genuine hospitality mindset, dedicated to delivering standout guest experiences.
- Excellent interpersonal skills with the ability to collaborate with others.
- Confident leader who gives and receives feedback constructively.
- Ability to give and receive feedback.
- Analytical thinker with sound operational decision-making abilities.
- Works effectively both independently and as part of a team.
- Proficient in MS Office and related operational systems.
- Takes initiative, embraces new challenges, and adapts quickly.
- Excellent organizational and time-management skills.
- Motivated to take on new challenges and responsibilities, able to show initiative and adapt to change.
- Is adaptable to, and comfortable with, a variable daily, weekly, and monthly work schedule, including occasional weekends and evenings.
- *Asset: Has familiarity with the sport of curling (as a curler or curling enthusiast)*

Compensation:

This is a contract position, and the successful contractor will be responsible for their own taxes and benefits. The rate of pay is **\$29/hour, for a maximum of 340 hours in a calendar year.**

To Apply:

Please email cover letter and resume to:

Amber Kostuchenko, PMCC Board President

President@portmoodycurling.ca

We thank all applicants for their interest in this position, but only those selected for an interview will be contacted.