



BAR CONVENOR

The Role of Bar Convenor is primarily responsible for ensuring the club bar is stocked and staffed to meet the goals and objectives and administered according to the Club Rules and all legal and compliance obligations.

Roles and Responsibilities

- Have a good understanding of running a licensed premises
- Ensure compliance and legislative obligations are met
- Organise staff rota to cover opening hours of bar throughout season & events
- Ensure all staff are trained in legislation as well as stock taking, till use, sumup machine and other bar equipment
- Ensure bar and bar area is cleaned on a regular basis
- Deal with suppliers and place orders
- All activities are documented in the Bar operations manual
- Act in the best interest of the members at all times
- Attend committee meetings – provide bar report
- Undertake the role in good faith and honesty
- For big events 3 important factors – Staff – Stock – Plenty of change

Knowledge and Skills Required

- Trained in bar licensing
- Have a good working knowledge of licensing law and legislation
- Good communication skills
- Enthusiastic and well organised
- Prepared to make regular time commitment
- Able to deal diplomatically with member/customer issues
- Experience in IT / computers / email