Club Bar Manager - Peacehaven and Telscombe Bowls Club

Position Title:
Bar Manager (Officer of the Club)

Reports To:
Club Committee / Club Treasurer / Membership

Term of Office:
Typically one year, renewable by election at the Annual General Meeting

Purpose of the Role:
The Bar Manager is responsible for overseeing the operation of the club bar, ensuring it runs efficiently, safely, and in compliance with licensing laws. The role involves managing volunteers, maintaining stock, handling finances, and providing a welcoming environment for members, guests, and visitors. This position plays a key role in the social and financial wellbeing of the club.

Key Responsibilities:
Bar Operation & Management

- Supervise day-to-day bar operations during club opening hours, events, and functions.
- Ensure the bar is staffed by trained volunteers or members as required.
- Maintain a clean, safe, and welcoming bar area.

Stock Management

- Conduct monthly takings and report findings to the Treasurer and Management Committee.

Financial Management

- Handle cash, card, or digital transactions securely.
- Report bar income to the Treasurer and Committee at the monthly management meeting.
- Delivers annual statement at the AGM
- Manage costs by convening an annual price review.

Compliance and Safety

- Ensure compliance with all relevant licensing laws and regulations.
- Keep up to date health and safety requirements relating to bar operations.

Event Support

- Support the organisation and running of social events, competitions, and club functions.
- Coordinate volunteer bar staff for events and matches.

Skills and Qualities:

- Friendly, approachable, and member-focused

- Responsible, reliable, and trustworthy with money handling

Time Commitment:

- Attendance during club opening hours, social events, and match days
- Participation in monthly management meetings
- Approx. 12-hours per week on average, with peak times during events or summer season

Support and Training:

- Supported by the Club Committee, Treasurer, and volunteers

Benefits:

- Play a central role in the club's social and community life
- Build strong relationships with members and volunteers
- Contribute directly to the financial sustainability and success of the club