# Bar and function manager (non committee position)

The bar and function manager is responsible for the running of the bar and functions.

### Responsible To

The bar and function manager is directly responsible to the Executive.

### Responsibilities and Duties

The bar and function manager should:

* Be responsible for ordering and receiving of bar stock
* Respond to all hall hire/function queries within a timely manner
* Coordinate and carry out all external functions booked at the club
* Conduct regular stock takes of bar stock and equipment
* Work with the Treasurer to develop a budget and price list for bar
* Train and coordinate staff required for functions
* Liaise with committee regarding club related events
* Ensure bar is kept in a clean and tidy manner at all times
* May be required to work some game days
* Work with assistant treasurer to ensure tills are counted and balance ready for banking
* Report to committee on any issues related to the bar or functions
* Maintain positive relationships with staff, guests and suppliers

### Knowledge and Skills Required

Ideally the bar and function manager is someone who:

* Can communicate effectively and has good interpersonal skills
* Is positive and enthusiastic
* Is well organised and can delegate tasks
* Has the ability to motivate others

The bar and function manager is appointed for a one year period.