

## **Job Description**

### **Paid position: Bar Manager**

#### **Duties:**

- Ordering snacks and hot and cold beverages to keep bar fully stocked
- Compiling weekly banking sheet
- Organising bar rotas
- Attending bar for club play on Wednesday and Thursday nights
- Attending bar for Home Squash matches on Tuesday evenings
- Attending bar on Sunday afternoons and other times as required
- Emptying light meters every Tuesday and Thursday evenings
- Emptying drinks machine in kitchen of monies and replenishing each week
- Arranging for engineers to repair drinks machine should it become faulty
- Putting tennis balls in the ball cupboard on Thursday nights ready for Sunday play
- Liaising with existing bar and lettings staff to ensure there is bar cover for events
- Arranging cover when bar staff absent/sick

#### **Terms:**

- £6.50 an hour for normal bar shifts (as of April 2012)
- £30 a month flat rate to cover the bar manager duties (on the basis of 1 hours a week - effectively £7.50 an hour)

(NOTE: hourly rates may be subject to annual increases with inflation)

#### **Payment**

Payments for the management fee by cheque on a monthly basis  
Bar shift fees are paid by cash as they are completed.

July 2012