

# EAST RETFORD RUGBY UNION FOOTBALL CLUB

FOUNDED 1952



## ***JOB DESCRIPTION***

### ***Bar Chairman***

**Name of Bar Chairman:** .....

**Responsible to:** General Committee

**Purpose:**

Manager the bar within the club facility

**Key aspects of the role:**

1. Attend General Committee meetings and report on any related issues.
2. Organising and running the club bar.
3. Manage stock/Negotiate with regular suppliers and obtain stock from other sources if necessary.
4. Monitoring of prices and sales.
5. Organising staff rotas to ensure the bar is open at times agreed.
6. Overseeing completion of timesheets and cash receipts and handing to Treasurer in a timely fashion.
7. Completing Bar Income/Expenditure returns on a weekly basis and handing to Treasurer.
8. Depositing cash into bank account or handing to Treasurer.
9. Ensuring cleanliness, health & safety procedures are upheld, including cleaning of pipes.

10. Managing event bookings.

11. Cashing up at end of session and being responsible for all cash held on premises, including donations, match fees, petty cash.

12. Obtaining cash float when needed.

13. Ensuring premises are securely locked up and alarmed at the end of bar related events.

14. Liaise with external parties re facilities.

The above list of tasks is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the role.