



BAR & LICENCE MANAGER

DUTY STATEMENT

Purpose

Manage the Club's bar operations by ensuring responsible service, effective stock control, financial performance and compliance with all liquor licensing requirements while supporting the hospitality objectives of the Strategic Business Plan.

Primary Responsibilities

- Manage the day-to-day operation of the Club bar and associated hospitality services.
- Ensure the Club complies with all requirements of the NSW Liquor Act, Responsible Service of Alcohol (RSA) legislation and licensing conditions.
- Maintain adequate stock levels and oversee the ordering, storage and rotation of beverages and bar supplies.
- Monitor bar gross profit margins and recommend pricing and purchasing strategies that support the Club's financial objectives.
- Coordinate bar volunteers and assist with roster preparation for sailing days, functions and community events.
- Maintain records relating to RSA qualifications and ensure all bar volunteers remain appropriately accredited.
- Oversee stocktakes and work closely with the Treasurer to reconcile stock movements and financial performance.
- Support the Director Social & Hospitality in delivering Club functions, community events and recurring hospitality initiatives.
- Assist with the introduction of new hospitality offerings that improve member experience and diversify revenue.
- Ensure the bar remains clean, well-presented, adequately stocked and welcoming to members and visitors.
- Monitor opportunities to improve efficiency, customer service and profitability while maintaining responsible service practices.

Key Relationships

Works closely with the Treasurer, Director Social & Hospitality, volunteers, suppliers, event organisers and regulatory authorities.