



Bar Management Policy

Introduction

The Bar is a source of income for the Kiama Downs Surf Club. It must be managed effectively to make it a viable venture for the Club. It shall be read in conjunction with the Constitution of the Kiama Downs Surf Life Saving Club Inc.

Purpose

To ensure that the Bar is managed and ran effectively for the benefit of members.

Responsibility

The Bar Manager, Volunteer Bar Staff, Club Treasurer and Executive as appropriate.

Procedure

Bar Manager

The Bar Manager oversees the day to day running of the Bar and its functions. Any usage of the Bar is to be approved by the Bar Manager before the function occurs.

The Bar Manager will ensure that the following occurs:

- The bar area is always kept clean and hygienic.
- Stock levels are kept to ensure that the bar can operate for functions.
- A stock take is done regularly to ensure accuracy of the stock levels.
- Maintain a list of all staff inducted.
- Ensure that the Float is ready before each function.
- Document the member/s responsible for opening and closing the bar.
- Ensure that the Cash draw is counted at the end of each function.
- Ensure that all Bar Staff have obtained their Responsible Service of Alcohol Card.
- Ensure that all Bar Staff are financial members of the Club.
- Ensure that all glassware, cleaning supplies and equipment is adequate to effectively run the bar.

Bar Sales

The Square Payment System is the current system to be used for all sales over the bar. All bar staff must be inducted in the use of this system before serving at the bar.

Payment for all sales can be made with cash or card.

The diary is to be used to record all functions utilising the bar, and the following is to be recorded as a minimum:

- Function name.
- Volunteer Bar Staff.
- Member responsible for opening and closing the bar.
- Float counted at the start of function.
- Float counted at the end of function.
- The diary is to be signed by at least 1 Bar Staff member with two preferred to confirm counted figures.

All monies are to be counted, receipted and secured at the conclusion of the function.

Bar Induction

Before serving at the bar, all staff are required to be inducted. The induction is to include as a minimum:

- Completing Bar Induction Form.
- Usage of the Payment System.
- Cash draw usage.
- Layout of fridge and stock.
- Hygienic drink service.
- Correct glass selection.
- Spirit pourer usage.
- Glass cleaning.
- Ice Machine usage.

Bar restocking

The Bar Manager is responsible for all restocking for the bar fridge and cool room.

After a stock count identifies the stock required, the Bar Manger will arrange for the required stock to be purchased. Receipts for all purchased stock must be retained, signed by the purchaser and placed in the cash drawer in the bar area.

At no time is money to be taken from the cash drawer to purchase stock for the bar.

If a reimbursement is required, then the Expense Reimbursement Claim Form is to be filled out by the purchaser and presented to the Treasurer. All details on the form are to be filled in.

Conclusion

The above policy will assist with efficient running of the bar.

References and Further Reading

Money Handling Policy
Induction Checklist
Expense Reimbursement Claim Form
Department of Liquor and Gaming NSW
www.liquorandgaming.nsw.gov.au