

# **REIGATE PRIORY BOWLING CLUB**

## **Role Description**

**Role Title:**                **Assistant Bar Manager**

### **General Description**

To assist in the smooth running of Reigate Priory Bowling Club for the benefit of its members, by assisting the Bar Manager in ensuring the bar area is fully stocked and available when required.

### **Specific Duties**

1.        To support the Club in its endeavours to provide a hospitable environment for members and visitors.
2.        To liaise with the Committee when required or in the absence of the Bar Manager.
3.        To assist the Bar Manager with the provision of stock, including the purchase and delivery of stock to the premises in the absence of the Bar Manager.
4.        To provide cover behind the bar when requested to cover matches and social events.
5.        To become fully conversant with the day to day running of the bar, including the operation of the till.
6.        To adhere to all RPBC policies and procedures.

### **Other Duties**

1.        To actively involve Club members in the day to day running of the Club, to ensure a succession of knowledgeable participants for the future.
2.        To undertake such other tasks as may be reasonably requested by Captains or Chairman