

# **REIGATE PRIORY BOWLING CLUB**

## **Role Description**

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

### **General Description**

To assist in the smooth running of Reigate Priory Bowling Club for the benefit of its members, by 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.
3.        To ensure sufficient stock is always available by purchasing and delivering supplies to the premises.
4.        To ensure the bar is manned whenever there are matches and social events.
5.        After discussion with the Chairman, to vet and appoint any person to be given a key to the bar, and to ensure such persons are fully trained in the day to day running of the bar, and are conversant with 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

Date prepared: 23 February 2018