

CLUB DEPORTIVO DIRECTOR OF BAR

JOB DESCRIPTION

1. The Bar Director is responsible for the management of the Club's bar in conjunction with the Club Manager.
2. Makes suggestions to the Club Manager and the Board of Directors regarding changes in procedure and events involving the bar.
3. Works with the Club Manager to order supplies and equipment as necessary.
4. Is responsible for taking, or delegating a member to take, weekly inventory of the bar.
5. Works with the Club Manager to see that the bar areas (indoor and outdoor) are set up and ready at the start of various Club events.
6. Coordinates with the Directors of Indoor Activities, Outdoor Activities and Meals to see that all events that require bartenders are handled effectively.
7. Arranges for volunteer bartenders to work Club social hours, dinners and events for both Indoor and Outdoor activities where required.
8. Schools, or instructs, the volunteer bartenders so there is consistency in pouring and serving.
9. Reviews cost and profit records with the Club management and the Treasurer and uses this information to provide financial reports when required or requested.
10. Coordinates with Club Manager the yearly licensing AND the required licensing when serving alcohol at a Club function off Club property.
11. Attends monthly Board meetings (November-April) and other meetings assigned.
12. Provides a written report of the previous month's bar activities for each Board meeting and for submission to the Club Secretary.
13. Writes a summary of activities for the monthly Club newsletter when appropriate.
14. Prepares and presents a year-end report for the membership at the Annual Meeting.
15. Accepts other duties as assigned.

