

Vacancy Bar Secretary

Duties:

- Set prices for drinks, club hires and bar staff wages
- Determine stock
- Buy stock - current main suppliers are Booker and Staggering Wines - this is probably the most time consuming element of the job
- Arrange private hires - hire form already exists
- Comply with licensing laws
- Arrange bar rota
- Arrange bar staff for functions - This is generally the bar secretary(s) but may be responsible adult outsiders
- Arrange removal of empties/rubbish
- Maintain/reprogram till
- Keep records of purchases and sales and inventory
- Maintain bank records for audit purposes
- Maintain security
- Maintain equipment
- Maintain supplies of glasses, etc - must comply with regulations by having capacity marks
- Keep bar area clean and tidy or arrange for same
- Supply ice for functions
- Keep fridges stocked and maintained
- Change signatories on bank account when bar secretary changes - one signatory up to £300 and two above £300. Club chairman and treasurer are also signatories
- Maintain gross profit margin of >100% (except snack items)
Work behind bar

Total Hours : Around 100 hours

It is considered appropriate for 2 people as a job share

Please email chorleywoodlawntennis@btconnect.com
or contact Nicky Edwards on 01923 284199

