

**MGVVCC OFFICE BEARERS
GUIDELINES FOR BAR MANAGER**

The Liquor Licensee's (MGVVCC Management Committee) Elected Representative

Policy

The Limited Club Licence (number 51301043) is registered with the Office of Liquor & Gambling Commissioner. The Elected Committee Officers term expires each AGM (August 29, 2014). After which period, a new committee is duly appointed for the 2014-2015 Club Year. The incumbent Bar Manager's term of office shall expire at the end of the Club Year, after which period, a new elected Bar Manager will be appointed from September 1. A newly appointed Club Bar Manager, in signing this document, accepts the conditions of the 12 month position and agrees to the guidelines and policy within this **Duty Statement**.
(This MGVVCC document shall be updated each ensuing year.)

Role of the Elected Club Bar Manager OR (Acting Club Bar Manager)

The incumbent MGVVCC Bar Manager is responsible to the Club's Management Committee to carry out duties and responsibilities required under the rules of the Liquor Licensing Act 1997 at the Registered Club Rooms of 15 Shelton Street, Mount Gambier. The incumbent OR deputized Acting Bar Manager/s shall be aware of and act according to the legislative requirements in an appropriate manner:

1. Legislation

- To be informed and aware of all relevant legislation regarding service of liquor in accordance with the required Liquor Licensee rules
- To ensure that the MGVVCC Liquor Licensee responsibilities are carried out in accordance with the Limited Club Licence and Liquor Licensing Act 1997.
- In conjunction with the Management Committee [The Liquor Licensee], ensure Bar Manager and any Club Members who will stand in for the Bar Manager and undertake such duties in operation of the Club Bar, are familiar with Liquor Licensing Act and Rules.

2. Bar Purchases / Control of Bar

- To carry out ordering of supplies as and when necessary. To ensure adequate purchases / all deliveries are checked in correctly and that all relevant delivery dockets/ invoices are correct.
- To regularly price check all beverage items bought for the operation, to ensure that the Club is buying at the best prices available.
- To carry out accurate cash-up procedures at end of the Bar Open period

3 Hygiene

- To ensure the Club complies with the standards of hygiene and service throughout the bar:
To practice high standards of personal hygiene; and
To maintain the required standards of operational hygiene at all times.

4 Quality of Bar Service

- To satisfy the Club Members and invited guests needs by ensuring that the service is adequately maintained at a consistently high standard and in compliance with the Liquor Licensing Act.

INCUMBENT DATE OF APPOINTMENT
(Signature)

PRINTED Name) TERM OF OFFICE