

CLUBHOUSE BAR/COORDINATORS – 2021 MID SEASON

Coordinate Clubhouse activities maintaining a group of volunteers to assist with duties.
Ensure stock is secure and responsible persons are adhere to Qld Office of Liquor & Gaming Regulations (OLGR).

BAR STOCK CONTROL – ANY TIME

Bar stock control:

Be responsible to the President & Treasurer.

Purchase agreed lines of drinks from suppliers on a monthly basis (some topup may be necessary).

Store new stock in cool room.

Input from invoice to Square.

Purchase snack foods and input stock to Square.

Store snack foods in a locked cupboard.

Stocktake at end of month and provide report to Treasurer with copies of invoices.

Maintain minimal stock at season's end.

FRIDAY NIGHT COORDINATOR

Responsible for manning the bar in accordance with OLGR i.e. rostering appropriate persons to serve.

All RSAs and those serving under a supervising RSA to be advised that only responsible persons are to be in bar, and no-one under the age of 17.

Re-stock from cold room as required. Fill fridges from back to front.

Ensure lockup organised.

SATURDAY AFTERNOON COORDINATORS (X2)

EARLY 12PM – 4:30PM;

LATE 4:30PM – 11:00PM (mostly till approx. 8:30pm)

Responsible for manning the bar in accordance with OLGR i.e. rostering appropriate persons to serve.

All RSAs and those serving under a supervising RSA to be advised that only responsible persons are to be in bar, and no-one under the age of 17.

Re-stock from cold room as required. Fill fridges from back to front.

Ensure lockup organised.

SUNDAY COORDINATOR – 11:15AM – 05:30PM

Responsible for manning the bar in accordance with OLGR i.e. rostering appropriate persons to serve.

All RSAs and those serving under a supervising RSA to be advised that only responsible persons are to be in bar, and no-one under the age of 17.

Re-stock from cold room as required. Fill fridges from back to front.

Ensure lockup organised.

CLUBHOUSE CLEAN TEAM – ANY TIME (including during training, before/after training)

Clean bar room and all bar equipment.

Clean and tidy kitchen.

Clean all tables with antiseptic spray.

Vacuum and mop floor as needed.

Remove rubbish to rubbish storage.

NOTE: Bottles and cans to be kept for Containers for Change.