



An exciting opportunity awaits you....

BAR MANAGER

South Augusta Football Club Inc

Full Time Position

Our vision is to create and maintain a respectful and vibrant Club where members, guests and visitors feel welcome and enjoy an environment that promotes family inclusivity and success as a thriving football and sporting club.

THE ROLE

South Augusta Football Club provides a friendly and welcoming environment to members, guests and visitors and the Bar Manager is responsible for the day to day management of the club ensuring that the Club is represented in a respectful manner and professionalism is maintained at all times.

The successful applicant will have:

- Bar Management experience
- Effective written and communication skills with a diverse range of people
- Active listening and complaint resolution skills
- High level of attention to detail
- A shared passion and responsibility toward group vision and values

If you are a driven leader and team player, looking to succeed in a club of opportunity and recreation, the Job Description is available from the South Augusta Football Club website www.southaugusta.com.au With enquiries to Nick Heron, Vice President on 0419 842 677.

Applications must address the specified personal criteria in the Job Description.

Applications are to be submitted to South Augusta Football Club, PO Box 288, Port Augusta, SA, 5700 or email to souths@internode.on.net

Applications closing date 5:00pm on Friday 17th December 2021.

MICHAEL KERIN
PRESIDENT
SOUTH AUGUSTA FOOTBALL CLUB



Job Description

OUR VISION

To create and maintain a respectful and vibrant Club where members, guests and visitors feel welcome and enjoy an environment that promotes family inclusivity and success as a thriving football and sporting club.

PURPOSE STATEMENT

We exist to provide Australian Football development and enjoyment to juniors, football success to our seniors, support to affiliated clubs and provide a respectful, inviting and social club to members and the wider community.

VALUE STATEMENT

- We are passionate about what AFL Football brings to individuals and community.
- To deliver inclusive and a safe environment for all players.
- To provide development in the skills and enjoyment in the spirit of competitive football for all players.
- To support all players, team officials, staff and volunteers with adequate training and resources to meet our purpose statement.
- To promote and administrate procedures and policies which observe the objectives and standards of safe and good sportsmanship.
- To provide a respectful, inviting, family friendly club to all members and community.
- To maintain and enhance a reputable and valued community profile.
- To be financially capable of fulfilling our purpose.
- To have an effective and efficient administrative infrastructure.
- To be capable of responding to change.

TITLE:	Club Manager
LEVEL:	B
STREAM:	<i>Registered and Licensed Clubs Award 2020</i>
HOURS:	38 hours per week (Rostered over 7 days) plus overtime as required
POSITION OBJECTIVE:	To manage the profitable and efficient operation of all the Club's activities by developing, marketing and providing appealing bar service, entertainment and staff management including a high standard of customer service.



1. REPORTING RELATIONSHIPS:

The Club Manager is responsible to the South Augusta Football Club Management Committee.

Reports to the Vice President on day to day basis for direction and supervision.

2. RESPONSIBILITIES AND DUTIES:

2.1 Responsible for the Smooth Operation of the bar during trading hours by:

- (i) Ensuring adequate staff rostered by shift
- (ii) Setting up bar area according to opening procedures
- (iii) Mixing and serving drinks to order and following club procedures
- (iv) Accurately recording transactions on the till
- (v) Collecting till float before beginning a shift
- (vi) Informing Management Committee of any problems in the bar area which require immediate attention
- (vii) Meet deliveries and check orders
- (viii) Other duties as directed.

2.2 Responsible for the overall cleanliness of the bar area whilst in operation by ensuring:

- (i) All drinkware left at the bar are washed and placed in their correct racks
- (ii) All mats and floor area behind the bar are washed down at the end of the day/shift
- (iii) Bar fonts are cleaned at the end of the day
- (iv) All bar equipment and utensils are cleaned regularly as required
- (v) That all tables and utensils within the bar area are cleaned at the completion of shift
- (vi) Other bar staff are assisted in their duties, if time allows.
- (vii) Arrange washing of aprons, tea towels.
- (viii) Keg room floor is cleaned regularly.
- (ix) Beer lines are cleaned as required.
- (x) Other duties as directed.

2.3 Responsible for till operation and takings during shift by:

- (i) Ensuring all transactions are recorded accurately and immediately on the till
- (ii) Ensuring the correct amount of money has been collected from the patron and the correct change given
- (iii) Ensuring that tills are secure at all times



- (iv) Collecting tills and checking the till float before the till starts operation, assisting with counting floats, tills/banking/reconciling till receipts etc
- (v) Finalising BEPOS till takings at the close of business, and reporting any discrepancies to Management Committee.
- (vi) Other duties as directed.

2.4 Responsible for Stock Control and Stocktaking through:

- (i) Negotiations with Brewery Representatives
- (ii) Negotiation of prices and contracts relating to bar stock and merchandise, ordering of stock and payment of invoices (approved by Management Committee).
- (iii) Developing preferred Supplier lists
- (iv) Analysing revenue and evaluating usage reports
- (v) Undertaking corrective actions in relation to stock levels as required.
- (vi) Other duties as directed.

2.5 Responsible for the Management and Activities of the Club

- (i) Liaise with Port Augusta City Council representative in relation to Kitchen activities, building maintenance, function room bookings and other general activities as required.
- (ii) Undertake marketing and promotion of club and where required private events including entertaining, security requirements, licensing provisions and other matters as directed by the Management Committee.
- (iii) Manage and oversee financial procedures for bar operations.
- (iv) Assist or Oversee or Liaise with the organising Committee to ensure the smooth running of all functions (club and private) ensuring that a high level of professionalism and efficient service is provided at all times.
- (v) Prepare kitchen for players tea each weekend (during the playing season) and purchase required player tea items, as directed.
- (vi) Develop a program for Membership promotion.
- (vii) Other duties as directed.

3. PERSONAL CRITERIA

3.1 Skills

- (i) Ability to supervise the work of other employees including allocation of duties, preparation of rosters for bar staff and kitchen volunteers, approval of overtime, employee counselling, discipline and performance appraisals.
- (ii) Ability to delegate duties and responsibilities to other employees as required



- (iii) Ability to recruit, select, train, and monitor activities of bar staff.
- (iv) Ability to communicate effectively, establish rapport with members, visitors and staff and vary communication techniques as required.
- (v) Ability to deal with questions and complaints effectively and efficiently whilst maintaining good customer relations.
- (vi) Ability to set competitive pricing whilst achieving a satisfactory profit margin.
- (vii) Ability to establish control stock levels for bar, merchandise, kitchen, and other specified club requirements, check accuracy of stocktaking, evaluates suppliers, negotiates pricing and/or terms.
- (viii) Ability to plan and implement improved work procedures and sets quality standards for facilities, services etc.
- (ix) Ability to operate basic bar equipment.
- (x) Ability to prepare alcoholic and no alcoholic beverages.
- (xi) Ability to work under minimal supervision, show initiative and be a selfstarter.
- (xii) Ability to implement and check emergency procedures.
- (xiii) Ability to work under pressure.
- (xiv) Ability to collect statistics, analyse income; read and understand computer systems and user materials.

3.2 Knowledge

- (i) Excellent understanding of administration and accounting functions ensuring the Club's financial and administrative records are accurate and are in good order.
- (ii) Understanding of the *Liquor Licensing Act 1997* provisions including Responsible Persons requirements.
- (iii) Understanding of financial computerised payment systems and authorisation processes for payments or expenditure according to Club procedures.
- (iv) Understanding of developing and implementing marketing, advertising public and community relation programs.
- (v) Understanding of evaluating outcomes of Club activities and reporting mechanisms for ongoing improvement.
- (vi) Accurate knowledge of industrial awards.
- (vii) Understanding of Hygiene requirements pertaining to Bar and Kitchen activities.

3.3 Experience and/or Qualifications

- (i) Working knowledge in XERO Accounting Software preferred.



- (ii) National Diploma of Hospitality Management (Club Management) preferred.
- (iii) Working experience in club management/ bar management

4. WORK HEALTH & SAFETY RESPONSIBILITIES

5.1 Responsible for Work, Health and Safety Standards by ensuring the following:

- (i) Assist in the development of appropriate Club Policies and Procedures in liaison with the Management Committee and that staff adhere to the Policies and Procedures.
- (ii) Implementation of staff training as required in relation the WHS and other Club Policies and Procedures
- (iv) Maintain all records required to meet WHS Standards
- (v) Facilitate staff meetings on a regular basis
- (vi) If Council Representative unavailable, meet with tradespersons, sign them in and give access to areas they require.
- (vii) If Council Representative unavailable, provide induction to kitchen hirers and complete appropriate documentation.

5. CONFIDENTIALITY

5.1 Security and confidentiality is a matter of concern for all persons who have access to Club information. Each person accessing the South Augusta Football Club's documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving such information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard:

- (i) Respect the privacy and rules governing the use of any information accessible through the Club's network and only utilise information necessary for the performance of work duties.
- (ii) Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through the position held.
- (iii) Not access, exhibit or divulge the contents of any records or reports except to fulfil work duties.
- (iv) Not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or reports, an inaccurate or misleading entry.
- (v) Persons breaching this standard may be subject to penalties, including disciplinary action and dismissal.



6. ACCOUNTABILITY

The Club Manager is accountable for the profitable and efficient operation of the Club. Specifically, the Club Manager is responsible for the following:

- 6.1 Manage the Club to the guidelines provided by the Management Committee.
- 6.2 Responsible for ensuring sufficient stocks at all times and for overseeing ordering, recording and adequate control of such stock.
- 6.3 Ensure all functions held at the Club are conducted efficiently and that a high level of service and professionalism is maintained at all times.
- 6.4 Provide 'hands on' support in all areas of the Club, as is necessary by the operational requirements of the Club.
- 6.5 Responsible for the security of the Club premises and monies at all times.
- 6.6 Responsible for ensuring the Club meets all Work, Health & Safety Regulations.
- 6.7 Responsible for overseeing event management, marketing and promotion of the Club.
- 6.8 Maintaining appropriate staff levels for shifts and ensuring at all times a high level of customer service.

7. SPECIAL CONDITIONS

- 7.1 Incumbent will be required to complete a Criminal History & Background Screening Check prior to being employed and every three years thereafter.
- 7.2 Incumbent will be required to undertake a Medical Check.