



POSITION DESCRIPTION

Title:	Bar Operator
Responsible to:	Club Secretary
Award:	Registered and Licensed Clubs Award 2010
Salary:	Level 2 - food and beverage attendant grade 2
Position Location:	Goodwood Oval Clubrooms, Millswood

ORGANISATIONAL CONTEXT:

The Goodwood Cricket Club (the Club) aims to provide a positive and enjoyable cricket experience for people of all ages and abilities in a fully structured, organised and resourced club environment, while developing players, people and partnerships in the community.

The desired Goodwood Club experience includes;

- Providing a welcoming and friendly social atmosphere to club members, their families and visitors
- Building an environment that encourages players, partners, families and members of the Goodwood community to connect with and enjoy the facilities
- Striving to offer the best facilities for players, officials and spectators in the Adelaide Turf Cricket Association (ATCA)
- Maintaining the history of the club by having a venue to facilitate socialising between the past and current members
- Ensuring the future of the club through proper financial and corporate administration; and
- Fostering ongoing relationships and building partnerships within the community and with club sponsors.

POSITION OBJECTIVES:

- Ensuring the efficient, friendly and professional service of customers in the Goodwood Club
- Providing careful management of stock and produce for sale
- Following Club policies and procedures and complying with relevant safety and licensing legislation
- Liaising constructively with Management Committee members, captains and other officials of the Club.

DUTIES AND RESPONSIBILITIES:

As directed by the Club Secretary

Bar Duties

- Provide a friendly and efficient bar service to patrons
- Dress neatly and appropriately and maintain good personal hygiene
- Maintain a high level of organization and cleanliness within the bar and cool room areas at all times
- During times where no service is required, use initiative to collect glasses, bottles, cans and rubbish from around the clubrooms, and wipe down table-tops
- Wash glasses through the glasses' washer on a regular basis, ensuring all glasses are clean before close of each shift
- Ensure all rubbish is collected and placed in bins, and all bottles and cans in recycling before close each of each shift
- Act as the responsible person within the clubrooms at all times while on duty, ensuring only RSA qualified people provide service behind the bar, cash handling procedures are followed, Covid-19 restrictions are understood and noise kept to acceptable levels.

General

- Participate in Club induction and professional development processes
- Participate in staff performance development processes in line with the Club's policy and procedures.
- Participate in quality assurance activities to ensure that the Club meets its Covid and licensing obligations
- Work in a cooperative and collaborative manner with colleagues and officials of the Club and
- Other duties as directed.

REQUIREMENTS OF THE POSITION:

SKILLS:

- Capability to provide effective and appropriate bar service
- Pleasant customer service manner and capacity to handle peak customer demand periods
- Ability to meet Club standards of service and guidelines
- Good interpersonal and communication skills with a wide range of people
- Ability to work flexible hours and shifts based on Club social activities and opening times
- Ability to work as part of a dynamic and committed team
- Ability to work in a small organisation with minimal supervision.

KNOWLEDGE:

- Competency in Responsible Service of Alcohol
- Understanding of Covid 19 precautions and management
- Knowledge of local community expectations regarding noise and behaviour
- Commitment to equal opportunity and safe working principles in service delivery.

QUALIFICATIONS and CLEARANCES:

Essential minimum requirements:

- Responsible Service of Alcohol
- Covid Marshall certificate
- Working with Children and vulnerable people

Highly desirable:

- Experience working in community clubs or places where alcohol and food is served
- Current Senior First Aid Certificate
- Working with Children and other vulnerable adults' clearances

SIGNED BY INCUMBENT: **DATE**.....

APPROVED BY PRESIDENT: **DATE**.....