



# BAR FACILITY PROCEDURE AND POLICIES

## STOCK CONTROL

Stock control responsibilities include:

- Monitoring stock levels and rotation so as to best meets demand and minimise wastage
- Ordering and arranging collection and/or delivery
- Accounting for incoming and outgoing stock
- Identifying and reporting of changes and trends in sales

Stock requirements are known to change seasonally as the use of the bar changes with each sports season.

For example:

- Netball season requires more Coronas, Rose and Vodka pre-mixes as well as soft drinks and chips.
- Bowls season requires more light beer and stout.
- Night Owls bowls requires higher levels of Hahn SuperDry and Goodiesons products.

## VOLUNTEERS

The success of the Community Club bar relies on the contribution and involvement of volunteers. The Bar Manager is responsible for rostering volunteers to assist with the workload, minimise costs and encourage community participation.

## SALES REGISTER

Responsibilities include overseeing the balancing the bar sales register after various club volunteers have used the bar facilities. The Bar Manager must monitor the Events Calendar and liaise with the Events Coordinator to ensure the Sales Register is reconciled after each group uses it.

## ROUTINE TASKS

**Each week the Bar Manager is responsible for ensuring:**

- Beer lines are clean(refer to Beer Line Cleaning Procedure)
- Stock control (see above)
- Bar facilities are available on Thursdays at 5.30pm. (see SOP for instructions)
- Sales Register is reconciled
- Ice machine is emptied and switched off
- All glasses are clean and put away, and the floor is mopped.
- Tables in the clubroom are to be wiped down and the floor vacuumed as required.
- Sufficient change is available in the safe for other users of the bar.
- Inspection and when required cleaning of fridge doors and shelves
- Tea towels and bar mats are laundered
- Inspection and when required, wash out of the empties bin

**Each month the Bar manager is responsible for ensuring:**

- Inspection and cleaning of bar storage areas
- Cleaning dishwasher/steriliser
- Submitting a report to the Operations Subcommittee, reports are to include:
  - Sales figures
  - Recent events

- Confirmation (or account for) Routine tasks undertaken
  - Issues arising from the bar operation
- Complete sanitising of all bar food surfaces and implements (glassware, cutlery etc) every six months

#### **RELATED POLICIES AND PROCEDURES:**

- Responsible Service of Alcohol Policy
- Beer Line Cleaning Procedure
- Opening the Bar SOP

#### **APPROVAL**

This document was issued by the MFRG Operation Subcommittee

June 2018