

## **JOB DESCRIPTION BAR SUPERVISOR**



### **JOB PROFILE**

Job Title : Bar Supervisor  
Employer : Darwin Surf Life Saving Club Incorporated  
Work : Brinkin, NT  
Location

### **ORGANISATIONAL RELATIONSHIP**

Reports to : Licensee  
Subordinates : Casual bar attendants

### **JOB SUMMARY**

The Bar Supervisor is responsible for overseeing the day-to-day operations in the bar including efficient sales of beverages, staff training and supervision, bar cleanliness and tidy display, stock orders, high standard of customer service, administration support including processing of memberships and event management assistance.

### **DUTIES**

- Oversee overall daily bar operations
- report any required R&M issues to management
- short listing, interviewing and recommendations for new casual bar staff
- Induction, monitoring and ongoing training of casual bar staff
- Ensure the club operates in accordance with its Liquor License, the NT Liquor Regulations 2019 and Responsible Service of Alcohol requirements including ceasing service to intoxicated patrons, checking IDs of suspected underage drinkers and BDR checks for takeaways
- Manage floats
- Maintain the overall cleanliness and tidiness of the bar, servery, display, glassware, and tables
- Bar service
- Customer service - direct inquiries/complaints to Management where applicable
- Order weekly alcohol supplies and accept deliveries
- Collect non-alcohol items from supermarket
- Manage inventory, wastage, promo drinks and spoilage.
- Conduct monthly stocktakes and report to Management
- Record and report incidents as appropriate
- POS system product/till database management
- Abide by all relevant club policies ie code of conduct, confidentiality
- Staff rosters
- Any other ad-hoc duties assigned.

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### **REQUIREMENTS:**

- RSA Qualification
- Police Clearance
- Cash handling experience
- H&L POS system experience desirable

### **HOURS:**

- Minimum 4hrs Friday evenings from 4.30pm all the year
- Minimum 4hrs Sunday evenings from 4.30pm through March – October approx
- Most Saturday evenings through May – September Weddings/Private functions.  
Minimum 6pm – midnight.

### **DUTIES & RESPONSIBILITIES NOT ASSIGNED**

- staff terminations
- determine product lines held
- determine product line prices
- Manage the club's membership database
- Barring of members (except for overnight barring for intoxication, inappropriateness or abuse)