



Position	Bar Manager
Award	Registered and Licensed Clubs Award 2020 (MA000058)
Classification	Food and Beverage Attendant Grade 5
Reports to	Licensee(s) and Secretary

Position Description

The Bar Manager is responsible for leading the day-to-day bar operations at The Gaelic Club, ensuring high-quality service, and a welcoming environment for members and guests. The role plays an important part in supporting the Club's Irish cultural identity, events, and community engagement.

The Bar Manager assists in ensuring compliance with Liquor Licensing laws of NSW and liaises with the licensees to ensure requirements of the Liquor Act 2007 (NSW) are adhered to.

Key Responsibilities

Bar Operations and Team Management

- Oversee daily bar service across all trading periods and events
- Ensure efficient service during busy periods including live music, cultural events, and functions
- Maintain high standards of cleanliness, presentation, and service.
- Responsible for organisation of Security
- Maintain appropriate staffing ratios for events
- Ensure staff are rotated and shifts are fairly and evenly distributed
- Ensure all staff are trained in event service standards and procedures
- Maintain service wait times within acceptable limits during peak periods
- Ensure minimal service disruption during high-volume events
- Work within approved budgets
- Meet regularly with the Licensee(s)/Secretary, workshop difficulties and improvements and implement proposed decisions in a timely manner

Staff Leadership and Team Performance

- Train, and supervise suitable bar staff
- Develop rosters in line with business needs and Award requirements
- Maintain record of staff timesheets and hours worked
- Foster a positive, inclusive, and team-oriented culture



Stock Management

- Manage stock ordering, rotation, and inventory control
- Monitor wastage, margins, and cost control
- Oversee cash handling, POS systems, and end-of-day reconciliation
- Support budgeting and financial reporting
- Reduce wastage and improve stock rotation practices

Compliance

- Work with the Licensees to ensure compliance with RSA and NSW liquor licensing laws
- Always Maintain Responsible Service of Alcohol
- Maintenance of Incident Register
- Ensure workplace health and safety standards are upheld
- Maintain proper records of all financial transactions
- Adhere to Club policies and governance requirements

Classification Structure - Knowledge and Skills

Grade 1	Grade 2
picking up glasses	supplying, dispensing or mixing of liquor including
emptying ashtrays	assisting in the cellar or bottle department
general assistance to food and beverage attendants of a higher grade not including service to customers	undertaking general waiting duties of both food and/or beverage including cleaning of tables;
removing food plates	receipt of monies
setting and/or wiping down tables	attending a snack bar
cleaning and tidying of associated areas	engaged on delivery duties.
Grade 3	Grade 4 N/A
receipt and dispensing of monies;	Grade 5
full control of a stock (including the receipt, delivery and recording of goods within such an area)	an employee responsible for locking and securing the Club premises
mixing a range of sophisticated drinks;	an employee responsible with accountability for the safe balance and for checking the balances of till.
supervising food and beverage attendants of a lower grade;	supervision, training and co-ordination of food and beverage
training food and beverage attendants of a lower grade.	stock control for a bar or series of bars