



CHELMSFORD HOCKEY CLUB

ROLE DESCRIPTION

Chelmer Park, Beehive Lane, Galleywood, Chelmsford, CM2 8RL

Tel: 01245 250189

www.chelmsfordhc.org.uk

Role & Responsibilities of the

BAR SECRETARY

Who will I be responsible to?

The Club Committee through the Sports Club Rep

What is my role?

The bar manager is a key role in the club as the profits from the bar cover the costs of providing and running the club room. The bar manager will be fully supported by the club management committee and full training and mentoring will be available. The bar manager sits on the Sports Club Committee which meets about 6 weekly at the club. The bar finances are produced by the SCC finance officer. The running of the bar can be by an individual but better with some assistance.

What tasks are involved?

Tasks will include:

1. Ordering beer barrels from our supplier
2. Cleaning behind the bar including beer pipes.
3. Purchasing supplies from Bookers each week including bottled beers, spirits, crisps, cleaning materials etc.
4. Banking receipts and getting float for till weekly Providing the SCC finance officer with weekly returns on income and expenses paid out.
5. Ensuring the bar is ready for opening for match days, lettings and social events
6. Preparing a list of members who will lock up at the end of bar opening sessions
7. Taking beer deliveries into cool room and preparing real ale so it is conditioned ready for when it is needed.
8. Whilst it is the teams responsibility to run the bar after their games the bar manager and his assistants will need to keep an eye that the licensing regulations are being followed and the bar is being properly run.