

Position Title:	Bar Manager
Position Type:	Volunteer (Unpaid)
Reports to:	WRGC Board of Directors
Qualification:	Mandatory: <ul style="list-style-type: none">▪ T.I.P.S. Certified Desirable: <ul style="list-style-type: none">▪
Term:	Appointed yearly by the WRGC Board of Directors and serving at its pleasure
Overall Responsibility:	Operation and management of WRGC's Bar per accepted and approved guidelines for the safety and benefit of the Corporation, its General Membership and of all others whom it shall serve.
Scope:	Responsibility is limited to the Bar proper
Key Areas of Responsibility:	General Statement: <ul style="list-style-type: none">▪ The Bar Manager shall have immediate authority in all matters involving the Bar following guidelines adopted by the Board of Directors or as defined by the laws of the Commonwealth of Massachusetts General: <ul style="list-style-type: none">▪ The Bar Manager shall assist the Board of Directors in the development of guidelines addressing Policies, Procedures, Rates and Pricing.▪ The Bar Manager is responsible for preparing the annual budget for the Bar and for purchasing all such necessary supplies and equipment within that budget.▪ The Bar Manager is responsible for preparing and submitting function reports and revenues on a timely basis▪ The Bar Manager is responsible for the security, inspection and maintenance of the Bar.▪ The Bar Manager is responsible for seeing that the Bar is stocked prior to each event or rental. Bar Tenders: <ul style="list-style-type: none">▪ The Bar Manager shall develop a list of all T.I.P.S certified Bar Tenders from within the Membership and assure that they are trained in the safe and proper operation of the Bar.▪ The Bar Manager shall be in charge of fair scheduling of Bar Tenders for duty at events and private parties .