



# VULTURES POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Can Bar Manager</b>
<b>REPORTS TO:</b>	Treasurer
<b>DIRECT REPORTS:</b>	Retail Assistants
<b>DEPARTMENT:</b>	Finance

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## POSITION PURPOSE:

The Can Bar Manager's role is to oversee the operations of the Can Bar facility at the club including stock management, overseeing compliance, and ensuring the wellbeing of patrons.

## KEY RESPONSIBILITIES:

The duties of the Can Bar Manager may include but are not limited to:

- Liaise with Secretary to ensure licensing requirements/compliance are met
- Coordinate roster of retail assistants to maximise selling opportunities during peak times
- Maintain Responsible Service of Alcohol (RSA) records
- Oversee and manage inventory including tracking and ordering of supplies
- Prepare monthly report and submit to Treasurer (3<sup>rd</sup> Monday of each month)
- Ensure POS system is up to date with items available to sell (including pricing)
- Shop around for best deals
- Liaise with Membership coordinator for those members donating 6 cartons
- Work with Football Director regarding player fines being donated to Can Bar
- Set pricing for new season with Treasurer

## End of year hand over

### ***Review***

An important role is to review the past year and make recommendations or changes to the Treasurer so they can present to the Board for approval for next season.

### ***Updating key documents***

At the end of each year the Treasurer will review and revise the position description with the current incumbent to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the Secretary prior to the Annual General Meeting each year.

### ***Induction of the incoming Can Bar Manager***

An important responsibility of the outgoing Can Bar Manager is to train, mentor and support the incoming Can Bar Manager.

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## ESSENTIAL SKILLS & REQUIREMENTS:

- Creativity to generate new ideas for Can Bar sales.
- Attention to detail and ability to keep accurate records relating to stock and pricing.
- Organisation skills to ensure items are stocked and displayed.
- Effective communication skills.
- Ability to lead and manage retail assistants.
- Enthusiasm to achieve best results and drive sales.
- Strong knowledge of beverages and what sells.
- Strong understanding of industry regulations.

## KEY RELATIONSHIPS:

- Treasurer
- Board Members
- Retail Assistants
- Football Department
- Customers/Supporters
- Suppliers

The estimated time commitment required as the Can Bar Manager is less than 1 hour per week during off season and 4-5 hours per week during all other periods.