

Ringwood Golf Club

Position Description



House Convenor

Responsibilities

- Ensure that the club rooms, furnishings and surrounds are maintained to the highest possible standard.
- Develop plans to maximise the use of the clubhouse facilities.
- Co-ordinate with contracted cleaner to ensure the cleanliness of the club facilities and keep a good stock of cleaning products and equipment.
- Work directly with the Bar Manager (if a separate responsibility) to ensure efficient use of the bar.
- Keep a log book on the dates of events within the clubrooms so as to be prepared
- Maintain the upkeep of the honour boards and memorabilia within the club rooms.
- Oversee alterations to the clubrooms as the need arises.

Bar Manager

The Bar Managers role is to ensure that:

- a. the operation of the RGC bar facility is in accordance and compliant with Liquor Licensing legislation and any associated regulations.
- b. all purchases, stock and banking details are passed onto the Treasurer.

Specific responsibilities

- 1.1. Authorise and place a weekly order with the current provider (IGA) of RGC stock items.
 - 1.1.1. Currently stock order is placed at weekend and delivered on a Wednesday.
 - 1.1.2. The invoice for this order must be passed onto the Treasurer for payment.
 - 1.1.3. The weekly order must take account of forward event bookings as recorded
In the 'Events Book'

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- 1.2.Reconcile the actual bar income with the expected income as recorded by the bar cash register. As required, the food cash register takings are recorded and placed in the safe.
- 1.3.Reconcile bar stock with purchases and sales. This is currently completed weekly.
- 1.4.As appropriate, arrange a bar roster of RGC volunteers to operate the bar on specific events/days/times.
- 1.5.Prepare a monthly report that overviews the purchases, sales and stock holdings for committee meetings.
- 1.6.Develop on an annual basis, advice to the committee regarding the gross and net profit of bar stock items.
- 1.7.Develop advice as appropriate for the committee regarding suggested systematic/material changes to the operation of the RGC bar as regards its efficiency, profitability and the extent to which it serves the needs of RGC members.

Practical considerations:

- Petty cash is operated separately to the operation of the bar.