

# **Establishment of a Second Bar sub-committee to operate the proposed Horizons Bar**

The Resident's Association is looking to create a second bar sub-committee to operate a bar in the Horizons Clubhouse in a similar way as a sub-committee operates a bar in the Oasis Clubhouse.

Accordingly, the Residents Committee is putting a call out for volunteers to operate the bar.

The roles we are looking to fill are as follows:

## **LIAISON OFFICER/BAR MANAGER**

The role will report directly to the PLR Bargara Residents Association Committee including the possibility of that person filling an impending vacancy on that Committee.

The role includes the following functions: -

1. In conjunction with the Bar Committee members, ensure The Regulations of the State Liqueur License issued to Walter Elliott Holdings and nominated to the Residents Association for local management, are complied with at an operational level.
2. In conjunction with the Bar Committee members, ensure efficient trading and management of the Horizons Lounge and Bar to maximise returns to residents.
3. Liaise with the Manager of the Oasis Bar subcommittee to ensure the efficient co-ordination of openings and events.
4. Attend PLR Bargara Residents Association meetings to report on the functions of the Horizons bar sub-committee and possibly fill an impending vacancy on that committee.
5. Chair monthly meetings of the Auxiliary Bar Committee and allocate any actions emanating from Bar Committee Meetings to members.
6. Facilitate the provision of the Annual Report (end January) to the Residents Association including inventory and equipment stocktakes for the Residents Association Treasurer.
7. Either PLR or the Residents Committee will fund the cost of the Liaison Officer/Bar Manager doing the 1 Day course to become a Liquor Approved Manager

Someone with previous bar or hospitality experience would suit this position.

## **SECRETARY**

The role includes: -

1. Preparing agenda and taking minutes at the bar sub-committee meetings.
2. Dealing with all incoming and outgoing correspondence.
3. Advertising (Facebook pages, posters etc) for the events that are being held in The Horizons Bar. Right hand person to the Bar Liaison Officer.

Someone with good computer skills would suit this role.

## **TREASURER**

The role includes: -

1. To comply with audit requirements including the balancing of weekly takings from sales and preparing banking for the Resident's Association Treasurer. This is undertaken at the end of the trading week usually following the weekly restocking of the bar. All reconciliations are done on the computer using excel spreadsheets and the treasurer works closely with the treasurer of the Resident's association.

2. Preparing a monthly financial report to the sub-committee.
3. The role includes doing the monthly roster.

Good computer skills would be an advantage to this position.

## **PROVIDORE**

The role includes: -

1. Maintaining adequate stock levels for the bar, taking into consideration upcoming events that would impact on stocks on hand. Sufficient cold stock must be held in reserve to refill bar fridges as they are emptied. Ordering is done once a week via an order form emailed to the bottle shop. Incidentals are purchased at Woolworth (Coles, IGA, Aldi). Alcohol is delivered to the bar and the Providore puts it into the stockroom.

## **COORDINATORS**

The Coordinators role is to prepare the bar and lounge for business prior to opening and close the bar following the conclusion of trading. Responsible for cashing up at the end of the night and balancing the till (s). Coordinators must hold an RSA certificate.

## **RSA's**

The RSA's serve in the bar on a roster that may see them working one or two nights per month. They must follow the rules of the bar and liaise with the coordinator on their shift. They must hold an RSA. It is envisaged that some RSA's will be willing to undertake shifts in either Horizons or the Oasis Bars.

## **Registration of Interest of volunteers**

Residents interested in participating in any or all the roles listed above should email the Secretary of the Residents Association to [residentsassociation.plrb@gmail.com](mailto:residentsassociation.plrb@gmail.com)

Alternatively, you may drop a note in the Residents Association mailbox located at each gate.

Please let us know of any credentials you can bring to the role you wish to nominate for. **If we can't fill all the positions, we may not be able to open a bar in Horizons.**

Graeme Kanofski, President, Residents Association.