Bartender Responsibilities

The role of the bartender is to ensure there are a variety of drinks, both alcoholic and soft drinks for the monthly club meetings, and to ensure these drinks are properly accounted for.

The bartender is also to ensure the club meets our legal obligations around the service of alcohol and other relevant requirements (eg COVID19 or other public health orders when in effect).

- Ensure there is sufficient Beer, Wine and soft drinks for the meeting, purchasing as required. Consider a range of interesting beers and vary between meetings if possible (see stocktake sheets for details)
- Stock the club eskies with the drinks and ice.
- Take the eskies to the club meeting at approx 18.40 and set up the bar area, ensure you have bottle openers, the cash box, hand sanitiser.
- Ensure the community liquor permit and associated signage is displayed.
- Serve the drinks and take payment during the meeting.
- Count any cash after the meeting, store it in the cash-tin and ensure it is transferred to the Treasurer.
- Maintain a stocktake sheet.
- Email all receipts to the Treasurer, who will refund the expenses to your bank account.
- Apply for a Community Liquor Permit for the next club meeting. Permits must be obtained at least 21 days before the meeting so ideally apply the day after each meeting. Use the application number from a previous permit application to prefill the form.
- Store eskies and unsold stock until the next meeting.

Last updated 30th July 2025