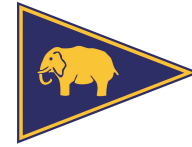


Saltspring Island Sailing Club

JOB DESCRIPTION

Beverage Manager



Appointed by: Board of Directors

Term: one year, renewable

Responsible to: Treasurer

General responsibilities:

Responsible for overseeing and coordinating the supply and serving of bar beverages, both alcoholic and non-alcoholic, at SISC events. This position does not require the Beverage Manager to personally serve at each event, rather to arrange for the supply of beverages and to ensure that the events are staffed by persons with a Serve It Right certificate.

Specific functions:

1. To arrange for the provision of liquor and non-alcoholic bar beverages as required for SISC events
2. To maintain a current list of volunteer bar tenders who have Serve It Right certificates (in coordination with the Volunteer Coordinator)
3. To arrange for staffing of the bar at SISC events
4. To maintain and monitor the bar cash and float
5. To purchase on-line the appropriate special occasion licences
6. To purchase the appropriate amount of liquor for each event
7. To coordinate with the Clubhouse Booking Officer to ensure that we do not exceed more than two liquor events a month
8. To coordinate and staff the bar on the Round Salt Spring Race weekend
9. To return all unopened liquor after every event to the liquor store

Date adopted by the Board of Directors: 6 October, 2015

Date of review/revision _____