



## **QUALICUM & DISTRICT CURLING CLUB (QDCC)**

### **Bar Manager**

The Qualicum and District Curling Club is hiring!

We are looking for a Bar Manager to manage the operations of the Club's lounge/bar and provide an engaging and upbeat experience that will attract customers and keep them coming back.

This salaried position is part-time and seasonal (approx. mid-Sept. to April 1), includes day and evenings hours (average 25-30/week) and weekend hours during bonspiels and events (average two bonspiels or events/month). The position reports directly to the QDCC Board of Directors through the Bar Director.

The successful candidate must have a positive attitude, excellent communication skills, deliver exceptional service, have experience working in the hospitality industry and effectively and courteously deal with staff, volunteers, curling members and guests.

The Bar Manager is responsible for, but not limited to, the following duties and responsibilities:

- Maintain the required "Serving It Right" Licensee certificate.
- Provide management and daily operation of the QDCC Lounge as per Liquor Board Regulations within the normally licensed hours.
- Provide bar product and services for QDCC leagues, bonspiels, social occasions and other functions as requested and held in the QDCC Lounge.
- In consultation with the Bar Director, prepare bar help schedules for all QDCC bonspiels and other events requiring extra staff and assist with recruiting volunteer help.
- Provide bar service to all renters of the QDCC lounge as required.
- Maintain an inventory of bar stock and supplies. Including: working with various suppliers to purchase required liquor, chips, chemicals for glass washer (Nanaimo), beer gas and other supplies.
- Complete balanced daily records of all bar sales and receipts.
- Provide daily janitorial maintenance of the bar area.
- Maintain and clean all equipment in the bar and work with the Bar Director to ensure that all equipment is fully functional.
- Ensure that all equipment, including the glass washer, is maintained in accordance with the service manuals to maintain warranties as applicable. Test glass washer temperature and PH levels daily and monitor refrigeration temperatures. Ensure bar related laundry is clean.
- Return all recyclables for refund or reuse. (ie: bottles, cans, cardboard)
- In the absence of the Head Ice Technician, Ice Staff and/or the QDCC Manager, close the non-bar areas of the QDCC. Ensure security of the building when leaving.

If you would like to join the team of an organization in Qualicum Beach that believes in building a strong community by promoting sport, fitness, and camaraderie, please forward your resume and cover letter to [qualicumcurling@shaw.ca](mailto:qualicumcurling@shaw.ca) (Attention Rob Diack, Bar Director). No phone calls please.