



Southland Softball Association

POSITION DESCRIPTION

Position title: Bar Staff
Hours per week: Up to 9 per week, or as instructed

Southland Softball Association (SSA) is committed to providing positive softball experiences for Southlanders.

We believe that as part of this process we need friendly, helpful, proactive bar staff who understand our game and patrons. To achieve this and to provide a welcoming atmosphere, we need confident and capable staff.

Purpose of Role

To deliver friendly, efficient customer service, creating a warm and welcoming atmosphere to all our customers, with the aim of retaining and attracting new patrons.

Person Specifications

- Able to be professional, friendly, sociable and welcoming to our patrons, to create a great atmosphere while remaining calm, patient and polite.
- Be helpful, confident, self-motivated and able to work as a team under sometimes busy circumstances.
- Be able to work unsupervised in a busy environment and able to prioritise own duties.
- Honesty, reliability, trust and respect are very important to us.

Responsible to

The Bar Manager and SSA Board or delegate.

Responsibilities and Duties

- Deliver excellent customer service at all times.
- Serve and present beverages quickly and efficiently, meeting our standards.
- Assist in keeping the bar, clubroom tables and toilets clean and tidy at all times.
- Monitor beverage and catering stock levels and advise of re-ordering requirements promptly.
- Keep up to date with current promotions and new products and make patrons aware of offers on our great food and beverage range.
- Always adhere to all our policies and procedures and licensing laws.
- Report to SSA Bar Committee if required.
- Carry out instructions given by Bar Manager.
- Understand the SSA emergency and evacuation procedures and ensure emergency exits are kept clear at all times.
- Be prepared to learn, attend training seminars on liquor licencing and host responsibilities as required.
- Adhere to the SSA Contractors Code of Conduct and Health and Safety Policy.

I, have read the Position Description and understand and agree to the conditions outlined.

Signed _____

Date _____