

Annex A - Duties and Responsibilities of the Bar Manager

1. Abide by all Branch policies and procedures.
2. Ensure all bar staff are Smart Serve certified
3. Ensure all bar staff are well acquainted with their responsibilities under the laws governing the serving of alcoholic beverages and the relevant bylaws of the Royal Canadian Legion Ontario Command and Branch 638
4. Prepare, and make easily available to bar staff on duty, a Bartender's Binder which lays out the standard operating procedures governing bar service, and copies of the relevant Branch and Ontario Command bylaws
5. Train bar staff in the contents of the Bartender Binder, the maintenance of the Incident Report Book, and the requirements of their daily duties
6. Ensure use of the Incident Report Book
7. In order to maintain proper decorum, ensure serving staff follow the dress code
8. Ensure the bar is properly staffed in all circumstances
9. Ensure the integrity of the cash and digital financial controls with the assistance of the Branch Treasurer and Finance Committee
10. Stock the Bar and make delivery arrangements
11. Conduct regular stock inventories
12. Ensure the cleanliness of the Bar area
13. Provide, with the assistance of the Branch Treasurer, regular and accurate financial reports to the Branch Executive Committee and the general membership of the Branch
14. Review, regularly and frequently, the Incident Report Book