

BRSC Bar Committee News update

The bar is making a significant contribution to the club finances and is dependent on a number of volunteers.

Inevitably it seems to fall on the same folk and furthermore a number of the committee have taken up other working positions in their sections.

Over the summers, I am grateful to Laurie O'Connor and Peter Taylor from cricket who have run the bar between the two of them for the last 3 summers.

I would like to recruit some more folk to the committee or just to help out so please take a look at the list below & see if you can take up one or two of the jobs.

Situations vacant	What's needed	Time required
Stock take	a) Someone who can count b) someone who can use a spread sheet	About 2 hours per month on a date near the end of the month
Events managers	When the club is hired out for parties, folk who can set up the room & bar, cash up, pay the staff (from the takings not upur pocket, and lock up)	Usually 7-8.30pm, then 12.30-1.30am when there is a booking, approx 1-2 times per month
Equipment manager	Take charge of ensuring all equipment is in working order - fridges, ice machines, soft drinks vendor, maintain them & arrange repairs as required.	Weekly check, then clean/repair as necessary Repair companies require access in working hours.
Events organiser	Take bookings from internal and external customers, arrange bar staff, contracts, depositis and any special requirements, maintain and circulate booking list	Retain club mobile phone and answer as required. Approx. 2 hours per week excluding phone calls
Orders	Assess orders required, liaise with suppliers, keep records and liase with BRSC treasurer etc	Place orders every Monday before midday (1 hour) Records & liasion 1-2 hours/week
Web site	Maintain web site & respond to enquiries via web site	Check mail weekly, web site changes as required No web site pre-skills required.
Bar manager	Maintain the bar in clean & tidy state & train others to do so. Train bar staff	2 hours per week
Bar takings manager	Check and retain cash records, check till reconcilliation, bank takings	Cash records - 3 times per week, bank once per week

Forthcoming situations vacant at AGM

Bar secretary (currently Anne Jones)	Responsible for the bar, bar committee and reporting to Sports Club Committee Responsible for the profitablity of the bar and overall management	Sports Club comm meeting monthly, meet/correspond with others above as required
Stock take reconciliator (currently Stpehen Small)	Responsible for stock takes, spreadsheets used and investigation of discrepancies	3 hours per month

If you can help with any or all of these tasks, please contact Anne Jones on 07914250626 or at the club for a chat.