



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Bar Coordinator

- 1. TITLE and POSITION NUMBER:** Bar Coordinator (072)
- 2. LEVEL:** Level 6 – as per the [LGIA 2020 \(WAIRC\)](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
- 3. TERM:** Permanent Part-time (Minimum 14 hours per week)
- 4. DEPARTMENT/LOCATION:** Strategy and Community/Merredin Regional Community Leisure Centre (MRCLC), Bates St, Merredin.
- 5. HOURS:** Shire employees located at the Merredin Regional Community and Leisure Centre work up to a 38 hour week, within the span of hours 5.00am to 11.00pm Monday to Sunday. This is dependent on the programming of events, activities and competitions and rostering will vary from time to time. The Grandstand Bar operates on a minimum of one evening per week and one afternoon/evening per weekend to provide services to sporting clubs and associations during their playing seasons.
- 6. POSITION OBJECTIVES:**
 - To ensure the bar is maintained to a high standard.
 - To ensure records are maintained and reports are prepared in a timely, efficient, and accurate manner and to the appropriate standard.
 - To provide an efficient and courteous service to other officers within the organisation, Councillors, and the public.
 - To embrace the ideals of customer service to external and internal customers.

7. REQUIREMENTS OF THE POSITION:

Skills

- Well-developed time management and organisation skills.
- Good public relations and interpersonal skills.
- Undertake cash handling and ensure correct reconciliation and balancing.
- Proven ability to work under pressure, using initiative.
- Ability to work in a team environment.
- Ability to train staff in all appropriate operations of the bar equipment and procedures.

Experience & Knowledge

- Proven experience in bar management.
- A customer-centric mindset with a commitment to delivering outstanding customer service and a passion for creating memorable guest experiences.
- Strong leadership and organisational skills to manage a diverse team and ensure smooth operations.
- Excellent communication and interpersonal skills, with the ability to build rapport and maintain positive relationships with guests, staff and vendors.
- Ability to multitask, prioritise and work under pressure in a fast-paced environment.
- Knowledge of the Liquor Licensing Act 1988.
- Management of compliance with WHS requirements.
- Knowledge of Equal Opportunity requirements.

Qualifications/Certifications and/or Training

- Hold a Responsible Service of Alcohol Certificate.
- Hold an Approved Managers Certificate.
- Hold a current First Aid Certificate.
- Hold a National Police Clearance.
- Hold a Current 'C' Class Driver License.

8. KEY DUTIES/RESPONSIBILITIES:

General Duties

This position requires evening and weekend work. The officer is to be capable of completing a range of basic duties on a daily basis. These duties will include:

- Sale of Alcohol in accordance with the Liquor License Act 1988
- Customer Service and ensuring customer service standards
- Maintaining a safe and secure workplace
- Financial reconciliations
- Stock control
- Staff training
- Cleaning

Responsibilities

- Monitor bar staff ensuring that alcoholic beverages are served responsibly and in accordance with the Liquor Licensing Act (1988), Councils policies and procedures and all other related legislation and regulations.
- Compile weekly stock control reports, general ledger reports and all other financial reports in conjunction with the Recreation and Aquatics Manager.
- Ensure that correct reconciliation and balancing of all financials occurs on a daily basis.
- In consultation with the Recreation and Aquatics Manager, order the appropriate and required stock.
- Monitor staff to ensure best customer service and sales practices are met in accordance with the Shire of Merredin Employee Code of Conduct.
- Ensure all routine and general maintenance of the bar is carried out as required and the visual appearance of the facility is maintained to a high standard.
- Perform any other duties consistent with the role, as directed by the Recreation and Aquatics Manager.

9. ORGANISATIONAL RELATIONSHIPS:

Responsible to: Recreation and Aquatics Manager

Supervision of: Bar staff

Internal and External Liaison:

Internal: Chief Executive Officer
Executive Manager Strategy and Community

External:	Other Staff and employees Councillors Community groups Ratepayers/residents Various business organisations Government departments Local government agencies
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10. EXTENT OF AUTHORITY:

Work under limited supervision. Freedom to act in accordance with relevant legislation, workplace standards and set procedures. Responsible for accuracy and timeliness of own work.

11. SELECTION CRITERIA:

Essential

- Previous experience in a similar role.
- Experience in stock control.
- Experience in the application of WHS principles.
- Experience with people supervision and management.
- Knowledge of the Liquor Licensing Act 1988, including holding an Approved Managers Certificate.
- Completed responsible service of alcohol training.
- Hold a current 'C' Class Drivers Licence.

Desirable

- Working knowledge of the local community.
- Local Government experience.
- Working knowledge of event management.

12. CONDITIONS OF EMPLOYMENT INFORMATION:

- The Officer will be required to provide a satisfactory National Police Clearance, and Pre-employment Medical Examination (including Drug and Alcohol test) as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms to be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 along with the Shire's Work Health and Safety Policy.

- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<i>Current Incumbent</i>	Incumbent Signature:	Date:
<i>Current Manager</i>	Manager Signature:	Date:
<i>Chief Executive Officer</i>	CEO Signature:	Date: