



## **Assistant Manager/Bar Coordinator**

### ***Job Description Duties, Responsibilities, Expectations***

The Templeton Center Assistant Manager/Bar Coordinator (Asst. Manager) will closely work with and assist the General Manager with daily operations of the Templeton Center, a multi-purpose recreation and event center owned and operated by the City of Templeton, Iowa. The Asst. Manager is also responsible for operations of the bar and beverage service at the Center. The Asst. Manager is responsible to the Templeton Community Center Board (Board) and the Templeton Center General Manager/Events Coordinator and will meet stated objectives of the position by meeting the following basic qualifications and skills, and performing the following essential functions.

#### **Section 1: BASIC MINIMUM QUALIFICATIONS**

- Excellent written and verbal communication skills
- Excellent customer service skills
- Ability to work in a team environment to ensure excellent customer service
- Assistance with the promotion and marketing of facility & services
- Oversight, cleaning, and maintenance of the facility
- Ability to hire, schedule, and manage staff and volunteers
- Ordering, inventory and stocking of bar and hospitality supplies
- Work occasional evenings and weekends as scheduled events warrant
- Completion of I-PACT (Iowa Program for Alcohol Compliance Training)
- Must be 21 years of age

#### **Section 2: SPECIFIC DUTIES & EXPECTATIONS**

##### ***Facility and Event Monitoring***

The Asst. Manager will work closely with the General Manager to monitor the facility, including cleanliness, security, system operations, general maintenance and physical conditions. Duties include opening and closing the facility and making sure it is properly shut down following events.

##### ***Assisting in Planning and Coordinating Event Activities***

The Asst. Manager will work closely with and provide assistance to the General Manager on planning and coordination of scheduled events and activities. Duties may include meeting with potential and actual clients and helping coordinate and oversee setup, delivery of supplies, arrangement of tables, etc. The Asst. Manager may help with the provision of services, including equipment and technology set up for a formal presentation as applicable. The Asst. Manager will help coordinate with local groups on various events and occasionally provide assistance, including the Funeral Committee, TCBA, KC's, etc.

##### ***Hiring, Scheduling, and Staff Training/Coordination/Management***

The Asst. Manager will work with the General Manager and Board on the hiring and scheduling of part-time staff for bartending, bussing, wait staff, and other staffing needs as necessary. The Asst. Manager will coordinate with the General Manager to schedule sufficient employees to adequately staff events and provide the best service to clients, including proper training and education as necessary (i.e., bartenders' knowledge of making drinks, portion sizes, alcohol rules, etc.).

### ***Awareness of and Compliance with all Laws and Iowa ABD Rules and Regulations***

The Asst. Manager will be knowledgeable of all pertinent laws and regulations concerning the sale of alcoholic beverages in the State of Iowa. The Asst. Manager will ensure the compliance with the facility's State of Iowa Liquor license by all bartenders and other staff. The Asst. Manager will complete the Iowa ABD's "I-PACT" training program and maintain refreshment courses as required by the program. The Asst. Manager will ensure that all bartenders are also compliant with this program and any other pertinent rules and regulations.

### ***Bar Setup and Operation***

The Asst. Manager will be responsible for setup and organization of the main bar area including the placement of all beverages, cups, glassware, supplies, etc. for the most efficient operation with the goal of excellent service to the customer. The Asst. Manager will be familiar with the setup of the facility's point of sale program and equipment and ensure proper operation and programming.

### ***Arrange Supplies and Services***

The Asst. Manager will coordinate and order all liquor, beer, pop, and other necessary bar supplies for events and maintain appropriate and sufficient inventory. The Asst. Manager will work closely with the General Manager and vendors on availability of desired products for an event to ensure the best service to clients. The Asst. Manager will closely and accurately monitor and track inventory and sales. The Asst. Manager will turn in receipts and invoices to the General Manager in a timely fashion. The Asst. Manager will make sure inventory is secure and accessible only by appropriate persons.

### ***Financial Management & Record Keeping***

The Asst. Manager will monitor and track bar expenses and sales. The Asst. Manager will ensure upfront communication of payment policies with clients and ensure that all bar sales are settled in accordance with the law. The Asst. Manager will ensure that the facility's point of sale system is properly programmed and working and reflects accurate prices. The Asst. Manager will ensure that cash and checks are accurately accounted for and deposited promptly in cooperation with the General Manager and City Clerk.

### ***Clean Up and Hygiene***

The Asst. Manager will ensure that the bar, back bar, storage, and cooler areas are kept clean and tidy to the highest standards at all times and in accordance with Iowa Department of Health rules. The Asst. Manager will ensure that all other bar staff are aware of and in compliance with all such standards. The Asst. Manager will work with the General Manager and other staff on setup and cleanup of events and maintenance of all parts of the building as needed. The Asst. Manager will be responsible for reporting major problems with the bar area, cooler, or other parts of the building to the General Manager, Board and/or other City Staff or Officials as appropriate.

### ***Other Duties as Needed or Assigned***

The Asst. Manager will be responsible for duties that may not be specifically listed in this document but are necessary to the successful operation of the facility and satisfaction of all clients. The Asst. Manager's responsibilities may be periodically reviewed and changed by the Board from time to time.

## **Section 3: EMPLOYMENT INFORMATION**

**Classification:** Part-time  
**Rate of Pay:** Depending on Qualifications  
**Benefits:** IPERS, depending on number of hours worked  
**Reports to:** Templeton Center General Manager & TCC Board