

**Prince Edward Branch #91  
The Royal Canadian Legion  
761 Station Ave, Victoria BC V9B 2S1**

**Terms of Reference**

**Position:** The Royal Canadian Legion Br #91 Full-Time /Part - Time Bartender

**Reports to:** President/Manager

**Duties and Responsibilities as Listed Hereunder**

1. Hours of work to be determined on a "pay period" basis (two [2] times per month).
2. When scheduled to open the lounge in the morning, report for work one-half (½) hour before opening to ensure everything is ready for the official opening hour.
3. Adhere strictly to the opening and closing hours of operations as laid down by the Branch Executive Committee.
4. Ensure adequate back-up stocks and supplies are always available. Advise the Senior Bartender of any immediate or additional requirements.
5. Exercise responsibility for bar stock during his/her shift; ensure the liquor/sundry lock-up is properly secured at all times.
6. Ensure security access to the building is maintained by scrutinizing those persons requesting entry.
7. The lounge is reserved for our members, their guests, and visiting members and their guests. Ensure all visiting members and all guests are signed in properly using the sign-in book provided.
8. Provide customer service in a responsible, professional, friendly and welcoming atmosphere. Adhere to the Branch dress code for all customers and for self.
9. Ring in sales immediately after disbursement of products to customer. Accept payment, operate cash register and make change as necessary.
10. Maintain a clean and uncluttered bar at all times. Ensure the cooler(s) is kept in a neat, clean and uncluttered condition at all times. Ensure the bar refrigerator is kept adequately stocked.
11. Accept membership dues including providing the member a receipt; place an "Out-of-Order" sign on the pull-tab machine and/or the ATM should it be required; provide lottery sales; and provide lottery payout service to the allowable limit of **\$200.00** if sufficient funds are available. **Any winnings over \$200.00 must be paid by cheque**

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- from the office.** Retains ticket or pull-tab as a receipt; punch or mark pull-tab at time of cashing to avoid recycling.
12. Table service is required at all times unless business at the bar dictates otherwise. Remove empty glasses, bottles, and if necessary, kitchen dishes/cutlery from the tables. Wipe down tables/chairs as required and once patrons leave, ensure tables/chairs are clean and ready for occupancy.
  13. Must inform the President/Manager **Senior Bartender, the Executive Bar Officer and the Secretary/Manager** when conduct or discipline problems arise involving customer behaviour. Complete an incident report on all incidents that happen within the Branch on the form provided.
  14. Bartenders are not permitted to sit down with patrons while on duty.
  15. Under no circumstances, are alcoholic beverages to be consumed while on duty.
  16. Under no circumstances are bartenders allowed to participate in any gaming events (ie: pull-tabs, meat draws, 50/50 draws, etc) in Branch 91 while employed by Branch 91.
  17. When on evening shift, complete a check of all areas of the building to ensure lock-up, fire check and lights-out before setting building alarm and departing.
  18. Any other duties as assigned by the Senior Bartender, the Executive Bar Officer and/or the Secretary President/Manager.
  19. The full-time bartender is entitled to eight (6) sick days per calendar year. Each day is equivalent to an average of hours worked over the last 30 days of work. Sick time will be taken in hours. Unused sick time is not cumulative and will not be carried over to the next calendar year.
  20. Should you wish to terminate your employment, you will give the employer fifteen (15) days written notice.
  21. Should the employer wish to terminate your employment, the employer will do so in accordance with the Union contract and S.63 of the *BC Employment Standards Act*.
  22. **In the event of a robbery, DO NOT attempt to stop the individual. Call police (911) as soon as possible following the event; then call the President and Manager.**
  23. **All staff are required to have a valid copy of their Serving at Right certificate or card.**
  24. **All staff must be certified through BC Lotteries upon hire to operate Lotteries terminals.**

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**25. All staff must follow BC Yukon Conflict Resolution & Harassment policies**

**26. The Following Additional Procedure Will Be Strictly Adhered to:**

I have read, understood and accept these Terms of Reference.

Signed at The Royal Canadian Legion Branch #91 this \_\_\_\_\_ day of  
\_\_\_\_\_ 2019.

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Bartender

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President

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Manager