

# Lounge Manager Martensville Curling Club

## **DUTIES**

### Finances:

- Balance the till daily.
- Deposit funds at least weekly.
- Safely store all receipts & records - banking them and recording information as required by the lounge treasurer.
- Report both expenses and deposits to the lounge manager monthly.
- Ensure that the till and change box are adequately stocked.

### Stock:

- Purchase all supplies for the lounge including alcohol, mix, groceries and cleaning supplies and write cheques for all purchases made.

### Cleaning:

- Maintaining the lounge equipment in good clean working condition.
- Clean and prepare equipment each day (and as required) to maintain its proper functioning.
- Hand washing glasses (if required) and then running all through the glass washer.
- Clean the glass washer weekly and turn it off if not in use for two or more days.
- Clean everything on the lounge floor (including vacuuming, windows, tables, equipment, cupboards, coolers, counters and washrooms as required).
- Inform the board of any equipment maintenance or repairs that need to be done and arrange to have them done in a timely fashion.

### Volunteer Coordination & Scheduling:

- Organize the lounge volunteers by providing a sign up sheet, ensure each shift has a worker, open and start each shift, and manage the incentive fees that will be returned. Organize a worker if no volunteer has signed up and submit the voucher to the club treasurer to reimburse the worker.
- Encourage volunteers to do daily cleaning of tables, counters, floors and windows.
- Act as point of contact for rentals and coordinate necessary supplies and volunteers for those events.

## **ADDITIONAL INFORMATION**

- Season curling begins in October 2010 and continues through March 2011.
- Job sharing will be considered as a viable option. Please contact Robin Langridge or Maryanne Wilson for more information ([martensvillecurlingclub@yahoo.ca](mailto:martensvillecurlingclub@yahoo.ca)).
- Please forward questions and tender bids to: [martensvillecurlingclub@yahoo.ca](mailto:martensvillecurlingclub@yahoo.ca) before 6pm on August 15<sup>th</sup>, 2010.
- Additional consideration may be given to tenders covering both the ice technician and lounge manager positions.