



City of
Kalgoorlie
Boulder

Position Description

Position Title: Bar Manager

Position Details

Position Number	2153
Position Classification	Level 5/1 – 5/7
Status	Full Time
Directorate	Advocacy and Strategy
Work Location	Kalgoorlie Golf Course
Reports To	Coordinator Golf Course
Supervisory Responsibility	Direct: Bar & Wait Staff, Indirect: weekend supervision of Facility staff

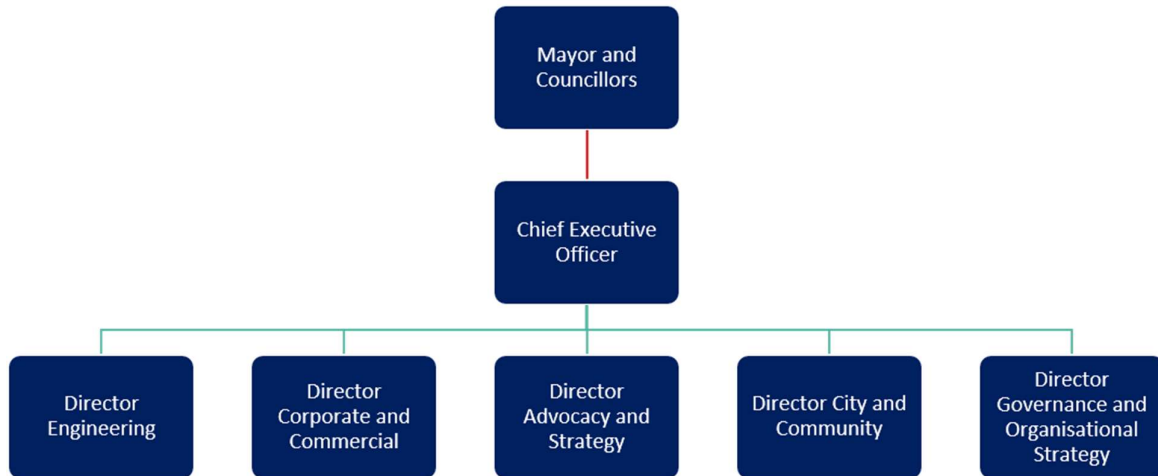
Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

MISSION

'Working together for the place and people we call home.'

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

Position Overview and Purpose

The Bar Manager is responsible for overseeing the day-to-day operations of the Waterhole Restaurant bar and beverage service areas. This role ensures excellent customer service, manages staffing, maintains stock and compliance, and contributes to the delivery of a professional, profitable hospitality experience in line with the City's values and standards, and in accordance with the Health and Safety Act. The role also supports the Coordinator Golf Course over the weekend to ensure weekend oversight of the Facility and activities.

Position Accountabilities

Key accountabilities

- Lead, train, and supervise all bar and beverage staff
- Ensure smooth daily operation of bar service during public trade, functions, and events
- Manage stock control including ordering, receiving, rotating, and reporting
- Monitor inventory and prepare regular stocktakes and reconciliation
- Ensure compliance with liquor licensing, RSA regulations, and City policies
- Assist in developing drink menus, promotions, and themed beverage events
- Deliver a high standard of customer service and support a welcoming atmosphere
- Monitor and control wastage and labour costs to meet financial targets
- Maintain a clean, safe, and professional bar and service area
- Liaise with the Coordinator – Golf Course and Events Officer for function and events delivery
- Provide leadership and oversight of facility, activities and events over the weekend.
- Manage supplier relationships to ensure timely and cost-effective procurement
- Ensure accurate cash handling procedures and financial record-keeping
- Coordinate with kitchen staff to ensure seamless service delivery
- Oversee the onboarding process for new bar/wait staff
- Manage HR processes including performance appraisals, regular feedback, and identifying training and development needs; and
- Staff rostering and approval of timesheets
- Coordination and oversight of the Golf Course's drinks cart service and attendants

Key Performance Indicators

- Compliance with liquor licensing and City policies
- Quality of service and customer feedback
- Staff performance and retention
- Beverage cost control and minimisation of wastage
- Function/event bar service coordination and delivery
- Stock management accuracy and bar presentation standards
- Revenue growth from bar sales
- Bar profitability and financial performance

Judgement & Decision Making

- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.
- Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor.
- Apply legislation and Council policy direction to decision-making with guidance from the Manager.



- Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes

Skills & Knowledge

- RSA (Responsible Service of Alcohol) Certificate (Essential)
- Approve Bar Managers Certificate (Essential)
- Food Safety Supervisors Certificate (Desired)
- Proven experience in a supervisory or management role within a licensed venue
- Strong leadership skills with the ability to train and motivate casual staff
- Sound knowledge of stock management, POS systems, and cash handling procedures
- Excellent communication and customer service skills
- Knowledge of WA liquor licensing laws and workplace safety regulations
- Ability to multitask and thrive in a busy, fast-paced environment
- Current National Police Clearance and WA "C" Class Driver's Licence

Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.