

TERMS OF REFERENCE FOR ROXY BAR LEADS 2024

1. Purchase supplies of beer, wine, coolers, liquor, non-alcoholic beverages including coffee, tea, hot chocolate
2. Purchase plastic cups for beer, wine paper cups, coffee cups, sugar, creamers, napkins
3. Train and update bartenders (Jodi Armstrong/Kari Shufflebotham/Paula Mercer)
4. Coordinate with the Volunteer Coordinator regarding vacancies, training opportunities and new bartenders.
5. Maintain a clean bar.
6. Return alcoholic beverage containers to the beer store for deposit refund.
7. Create Signature Cocktails for OSLT shows as requested
8. Generate a monthly bar report for the Board as needed
9. Do a yearly inventory in June.