

## Dakota Community Centre

Job Description - Social Supervisor \$120 for single social & \$175 for double social

The social supervisor is in place to ensure that individuals who rent the facility for a social have a positive and smooth rental experience. The social supervisor is the main contact and person on site overseeing all socials at Dakota CC.

### As required prior to the event

- Responsible for scheduling all required Bartenders/Social Attendants (from list provided by DCC)

For Single Socials – 2 bartenders/event attendants; For Double Socials – 4 bartenders/event attendants

\*event security and social supervisors will be scheduled by DCC staff

### 1 week before event

- Contact renter to introduce self, provide contact details and arrange time to meet at Centre day of event for liquor/prize/food drop off. Go over checklist to ensure renters are aware of all requirements for event day.

### Day of Event

4 p.m. (an earlier drop off of beer may be required to ensure chilling prior to event – in that case meet and or arrange with on duty Rink Attendant to provide access to dolly and fridge for early drop off)

Renters can access the space at 4 p.m. for decorating etc.

- Ensure renter knows where and what time to meet you.
- Meet renter(s) at Dakota CC to facilitate drop off of liquor/prizes/food. Ensure permit accompanies liquor and remains with liquor on site. The receipts for the liquor should be attached to this permit so it is all available if and when the Liquor Inspector visits the facility.
- Provide access to fridges and rooms as required
- Provide orientation to facility and confirm to renter what they can expect from/will be provided by Dakota CC staff and contract security.

Arrive 7:15 p.m. Double Social/7:30 p.m. Single

### During Social

- Arrive at social and greet renters
- Serves as main point of contact with renters throughout the event
- If you haven't already, verify who the permit holder(s)
- Ensure permit is in a place where it can be easily presented upon request by inspectors
- Count and verify alcohol to permit from the receipts (then attach receipts to the permit)
- Check alcohol ticket prices to price listed on permit to ensure they match (min price is \$2.25 per drink – no maximum price)

- Get samples of tickets to be used for the purchase of alcohol and ensure they are visible at bar
- Ensure bartenders/event attendants are in place and bar and mix table is set up and organized for the evening
- Oversee and ensure that mix, ice, cups, coffee, etc. are available as required throughout the evening
- Ensure bartenders/event attendants are fully trained and aware of their responsibilities
- Ensure bartenders are familiar with who the wedding couple is (drink tickets would not be required for wedding couple only)
- Prior to arrival of contract security, ensure that no alcohol is taken outside of the hall.
- Ensure that contract security arrives and is in place by 9:45 p.m.
- Oversee and ensure general cleanliness, safety and security of the premises
- Engages security and/or other personnel to assist where appropriate and/or necessary
- Fills out event report and signs off on staffing for payroll purposes and provides to CEO/designate

#### 1 am or prior

- Make arrangements to ensure lights are turned on in social hall(s) promptly at 1 a.m. and that no alcohol is served beyond 1 a.m.
- Provide slush buckets and garbage cans for renters to begin clearing all tables
- Ensure bartenders have beer cases placed on dolly and remaining alcohol and empty bottles ready for permit release to Permit Holder.
- Ensure liquor leaves premises with permit holder and with permit
- Release bartenders after all duties complete

#### Prior to leaving premises

- Ensure bar and kitchen area are clean and all items put away
- Ensure all debris has been removed from tables
- Secure all areas (except those needing to be cleaned by cleaning personnel)
- Leave hall only after all social patrons have left – security should stay with you until that time and should leave the premises with you. (Please record time of security release as billing is aligned with actual time of release).
- Fill out and submit social report and paysheet to [colleen@dakotacc.com](mailto:colleen@dakotacc.com);

#### Incident/Injury Reports (located in folder in drawer in both bars)

- If you witness or learn of an incident, such as if you have to call the police regarding a disturbance of fighting for example, or if someone comes to report a theft or facility damage, or if someone falls down the stairs or is injured in anyway on the premises - you will have to fill out the City of Winnipeg Incident and/or Injury Report – sample is attached

- Fill in the 2-page form, scan, and email or deliver it to the CEO as soon as possible after the incident occurs. The form could also be slid under the door of the admin offices front door on the second floor. Please email CEO [michele@dakotacc.com](mailto:michele@dakotacc.com) to let her know there has been a report filed.
- Be sympathetic with the patron and assure them the matter is being reported to the CEO and City of Winnipeg as appropriate.