


		MATCH BAR DUTIES 2023	tick
	*	<i>Prior to duty session confirm Bar key safe code with Bar Chair Colin 07711316063</i>	
1		Bar Duty people to arrive no later than 30 mins prior to match start (<i>normally 2.30</i>) to open bar so that he/she can control the start & finish financial record. <i>The Bar Keys are in key safe by the bar door.</i>	
2		Clean all surfaces in bar area. <i>If required the Key for Cleaner's cup'd in men's changing room is in key cup'd behind bar door.</i>	
3	a b	Check card reader & cash box. If problems arise instructions are listed inside wall cup'd door. For cash transactions check & record the float before any cash sale & get record countersigned. Forms are located in the Bar book	
4	a b	* Ensure that the Capt of the Day has Bar Drinks Order Slips to give to each rink Skip * <i>The Bar order slips are located on clip board in the team sheet area.</i> * Prior to the start of the match Go to the rinks and retrieve the Bar Order Slips from the Skips *	
5	a b	Empty bar dishwasher if required. During the day load dirty glasses into dishwasher & switch on if full.	
6	a b	Before the match ends prepare trays for each rink with glasses & drinks as ordered on Bar Slips. After match ends serve drinks on table inside clubhouse with rink number and as ordered on Bar Slips received.	
7		Ensure Bar Slips drinks payments are collected from the home team, preferably by card reader.	
8	a b	Check final cash balance & get record countersigned on bar form. If no cash transactions the start & finish figures will be identical, but the day must show a record.	
9	a b	Check bar stock and resupply fridges, bring old stock to front, new stock to back. Note low stock/out of stock items & leave note in Bar.	
10	a b	Load dishwasher & Switch on at end of day. Wipe over work tops & any tables used for drinks.	
11	a b	Rubbish & cans/bottles to be removed at end of day for disposal/recycling to suitable location. Replacement Black sacks are in cup'd under sink. Rinse out recycling bin and wipe over floor.	
12		Lock the Bar & return the keys to the key safe.	
13		Check Water Boiler in Food Prep is turned OFF  on the touch screen display panel.	
14	a b	Check all toilets & changing rooms that no persons remain in building. Check all windows closed. Lock changing rooms/return keys to key safe. Switch off lights.	
15	a b	Check hut and rink barrier are locked & keys returned to pigeon hole hooks. Last person to leave: Double Lock entrance door & check fully locked BOTH LOCKS.	