


MATCH BAR DUTIES 2024		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 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	Open the bar hatch. 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> Review chillers and fridge are suitably stocked, add drinks as necessary, if required	
3	a Check card reader & cash box. If problems arise instructions are listed inside wall cup'd door. b For cash transactions check & record the float before any cash sale & get record countersigned. Forms are located in the Bar book	
4	a * 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> b * Prior to the start of the match Go to the rinks and retrieve the Bar Order Slips from the Skips *	
5	a Empty bar dishwasher if required. b During the day load dirty glasses into dishwasher, add DW tablet & switch on when full.	
6	a After teas have been cleared prepare baskets of crisps for each rink to go with drinks. b Prepare trays for each rink with glasses & drinks as ordered on Bar Slips. c After match ends serve crisps and drinks on table inside clubhouse with rink numbers. Depending on the weather players may wish to sit outside or inside the clubhouse.	
7	Ensure Bar Slips drinks PAYMENTS are collected from the home team, preferably by card reader.	
8	a Check final cash balance & get record countersigned on bar form. b If no cash transactions the start & finish figures will be identical, but the day must show a record.	
9	a Check bar stock and resupply fridges, bring old stock to front, new stock to back. b Note low stock/out of stock items & leave note in Bar.	
10	a Load dishwasher, add DW tablet & switch on at the end of the day. b Wipe over work tops & any tables used for drinks.	
11	a 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. b Rinse out recycling bin and wipe over floor.	
12	Lock the Bar hatch & door, return the keys to the bar key safe.	
13	Check Water Boiler in Food Prep is turned OFF  on the touch screen display panel.	
14	a Check all toilets & changing rooms that no persons remain in building. b Check all windows closed. Lock changing rooms/return keys to entrance key safe. Switch off lights.	
15	a Check hut and rink barrier are locked & keys returned to pigeon hole hooks. b Last person to leave: Double Lock entrance door & check fully locked BOTH LOCKS.	