

		<b>BAR DUTIES HOME MATCHES 2025 v2</b>	tick
	*	<i>Prior to duty session confirm Bar key safe code with Bar Chair Colin 07711316063</i>	
1		Bar Duty person to arrive no later than 4 p.m.to open the bar <i>The Bar Keys are in key safe by the bar door.</i>	
2	a	If not already open - 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>	
	b	Review chillers and fridge are suitably stocked, add drinks as necessary, if required	
3		Check card reader & cash box. If problems arise instructions are listed inside wall cup'd door.	
4		Bar Drinks Order Slips will be on the Bar counter <i>The Captain of the Day will have completed the Bar drinks slips</i>	
5		Empty bar dishwasher if required.	
6	a	Prepare trays for each rink with glasses & drinks as ordered on Bar Slips. <b>The Duty assistant will help as below</b>	
	b	Prepare baskets of crisps for each rink to go with drinks.	
	c	Prepare any hot drinks that have been ordered on the drinks slips from the food prep servery.	
	d	After match ends serve crisps and drinks on table inside clubhouse with rink numbers <b>OR</b> 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 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.	
9	a	Load dishwasher, add DW tablet & switch on at the end of the day.	
	b	Wipe over work tops & any tables used for drinks.	
10	a	<b>At end of day Rubbish &amp; cans/bottles to be removed to a suitable location for disposal/recycling.</b> Replacement Black sacks are in cupboard under sink.	
	b	Rinse out recycling bin and wipe over floor.	
11		Lock the Bar hatch & door, return the keys to the bar key safe.	
12		Check Water Boiler in Food Prep is turned <b>OFF</b> on the touch screen display panel.	
13	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.	
14	a	Check hut and rink barrier are locked & keys returned to pigeon hole hooks.	
	b	<b>Last person to leave: Double Lock entrance door &amp; check fully locked BOTH LOCKS.</b>	