

Bar Duties

- Please make approximately 30 rolls with in a mixture of brown and white (this number could be reduced depending on the weather). Suggested fillings; Tuna, Cheese, Ham & Egg, but the choice is yours. Also purchase 2 pts fresh milk. Put receipts in till and take your expenses.
- Arrive approximately 30 mins prior to bar opening at 11 am – Duty Manager should have opened the Club at this time.
- On arrival turn on electric water heaters above sinks – one switch to left of yellow sink, the other is above fridge. The left hand heater is for boiling water for tea/coffee etc. Also for the water in the yellow sink turn on stopcock to the left of the sink. However, these jobs may have already been done by the Duty Manager.
- Put the crisps and chocolate bars onto bar, they are stored in a large plastic crate under the glasses, crisps go in a basket, chocolates go in a bowl.
- Mugs, Coffee, Tea, etc, are stored in the other large plastic crate under the glasses.
- Check bar stocks on shelves and fridges, replenish if and when necessary. Further stocks are locked in Bosun's locker, so please ask the Duty Manager or Committee Member if required. Also please make a note if stocks are low.
- Payment by members for drinks and consumables: the Club runs a tab system whereby they can put money into the till, which will be recorded against their name in the book. As they 'buy' goods the amount is then deducted from their tab. Otherwise cash is the only method of payment.
- Cups and glasses should be washed up as you go.
- At the end of the session pack crisps and chocolates back in the crate and mugs, tea, coffee etc in their crate.
- Any fresh milk can be left in the fridge.
- Turn off all switches plus stopcock – However this may not be necessary if the Duty Manager or Committee Members continue to use the bar.

Thank you in anticipation