

Bar Opening Procedure

Please initial each task once you have completed them during your shift.

	M	T	W	T	F	S	S
Collect bar keys and float from reception.							
Count float into till, any discrepancies inform the DM.							
Ensure all lights are on including fridges.							
Put nozzles onto bar taps and drip trays into holders.							
Prepare slices of Lemon/Lime (in bowl with soda) and fill ice bucket.							
Ensure the bar is clean.							
Text on full resource							
Text on full resource							
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During Shift Procedures

Please do not leave the bar unless it is vital or for a short period (i.e. taking a Check/Order to the kitchen, waiting food or filling ice bucket). This is to ensure the bar is monitored and secure at all time.

Request any stock from the cellar through the DM.
If any change is needed request from the DM.
Take orders with a smile, read back order to ensure nothing has been missed.
More text on full resource

Bar Closing Procedure

Table on Full Resource

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