

SBSLSC BAR DUTIES CHECKLIST

		W/E SUNDAY ____ / ____ / ____.	M O N	T U E	W E D	T H U	F R I	S A T	S U N
	TASK DETAILS								
A	OPENING SHIFT								
1	COLLECT – keys ('safe') & FLOAT (spirits cabinet) – Note TILL Bag # collected.								
2	Open cool room – Connect Blue Gas Cords to keg Taps, press Levers down								
3	LOCK Cool Room door; Turn CO ₂ Gas Bottle ON- wind spout up less 1 turn								
4	ENTER BAR, turn Glass Chiller, Washer & Fridge light [white button] ON.								
5	Count & Put Float in Till – Turn Key to "REG"- use 'X' key to check read bal								
6	READ & INITIAL COMMUNICATIONS BOOK								
7	SET UP BAR – Mats, straws, utensils, ice, garnish, water stations, coasters								
8	Check customer areas are clean & orderly, unlock glass doors								
9	Open Main entry door, place sign near footpath								
10	Wind bar shutters up, display any club & Balcony signage items.								
B	DURING SHIFT								
1	Maintain clean and orderly Bar and Customer areas								
2	Collect, wash and sort glasses, jugs, trays etc.								
3	Empty full rubbish and re-cycling bins								
4	Change kegs and restock fridge products as needed								
5	Correctly replace and secure any \$ notes exchanged into CHANGE float								
6	Correctly process EFTPOS transactions -press Enter then 1 on touch screen								
7	Correctly process CASH & DRY TILL (TAB) transactions in Till								
8	Monitor & enforce Club rules for Dress, Non-Smoking & RSA Issues								
9	Periodically check and replenish Bathroom Supplies as needed.								
10	Completed Shift Report at specified time.								
C	CLOSING SHIFT								
1	All bar areas cleaned and orderly (including Bar Mats)								
2	Wipe over straw holders and refill								
3	Garnishes put in fridge or thrown out								
4	Empty and clean ice well								
5	Drip trays washed/ pour HOT water <i>carefully</i> down all drain holes								
6	Empty and clean all bins								
7	Glasses washed, sorted & placed in glass racks.								
8	Customer areas clean and orderly – bring sign back inside main door								
9	NB Functions – Strip & bundle ALL table linen, place ornaments on a table. Give caterers the Garbage Skip KEY [green lanyard] to remove ALL waste.								
10	Lock customer area doors, close louvers, turn off lights								
11	Check all Club areas are empty after 'last drinks' & close main doors.								
12	Count till takings (Incl. EFTPOS), take FINAL till read (turn key to 'Z' ; press 1 then subtotal) NB The Z read also CLEARS your shift totals from the till.								
13	Fully complete cash up sheet, place in float bag – return float to safe								
14	Press (#/NS) button and DISPLAY empty cash inserts upon drawers.								
15	Complete time sheet and place in envelope for authorisation.								
16	Clean till, including underneath till & leave power connected to both tills!!								
17	Complete stock and wastage sheet- note any issues in Comm's Book.								
18	Turn glass chiller, washer & Fridge light OFF								
19	TURN bar lights off & lock doors – AND, AS YOU LEAVE (Cool Room):-								
20	Turn Gas bottle off (WIND Spout fully DOWN), disconnect blue gas cords								
21	Push keg tap levers UP – turn lights off & ensure you lock Cool Room								
22.	Return Keys to 'Key Safe' – turn off all other lights & check Doors are locked								