

Buckworth Cricket Club

Running the Bar (Amended Aug 2024)

1. Make arrangements for the heating, if required is put on at least an hour prior to the advertised opening time.
2. Preparing the bar:
 - 1) Fill and turn on ice machine
 - 2) Empty dishwasher and put glasses on shelves
 - 3) Check stock levels on shelves and in fridges replenish if necessary
 - 4) Check Sum Up machine and iPad are set up.
3. Prepare the room:
 - 1) Open blinds if still light
 - 2) Set out tables and wipe as required
 - 3) Make sure toilets are clean and there are supplies of toilet paper and towels.
4. During the evening
 - 1) Make sure all transactions are recorded
 - 2) Put all empty bottles in the green recycling
 - 3) Dry recyclable can be put in the bin behind the bar - all other waste put in the bin in the store room.
 - 4) 5 minutes before advertised closing time call last orders
 - 5) After 23:00 make sure all windows and doors are closed to ensure neighbours are not disturbed
5. Closing Up
 - 1) Serving alcohol should stop at 23:00
 - 2) Turn off heating units
 - 3) Make sure all windows are closed and close the blinds
 - 4) Turn off ice machine - place excess ice in the freezer for future use, and ensure lid is left open to allow it to air.
 - 5) Stake dirty glasses in the dishwasher. Using the dishwasher tablets from the cupboard above the dishwasher set the machine running on the most suitable cycle.
 - 6) Empty the green recycling into the large blue recycling bin
 - 7) Check shelves and fridges for stock and restock if necessary.
 - 8) Note any shortages

Notes

As a volunteer running the bar you have the same rights and responsibilities as any other licensee.

Should you need assistance please post on WhatsApp or call a fellow committee member.

If there is an accident if necessary call an ambulance and make sure it is recorded in the accident book.

If an offence is being committed under the Licensing Act you should call the police.