

Buckworth Cricket Club

Running the Bar

Objective

To professionalise bar operations, improve safety, enforce stock control, shelf-life adherence and maximise profitability through the sale of drink and snacks.

Arrangements

- Make arrangements for the heating/cooling, if required is put on at least an hour prior to the advertised opening time.
- Check fire safety measures, escape routes clear, smoke detectors operational, emergency lighting operational and populate maintenance log as appropriate.
- Bar Team member to be in attendance/contactable at all times.

Preparing the bar:

- Fill and turn on ice machine.
- Empty dishwasher and put glasses on shelves.
- Check stock levels on shelves and in fridges replenish if necessary following shelf-life adherence.
- Check Sum Up machine and iPad are set up.

Prepare the room:

- Open blinds if still light.
- Set out tables and wipe as required.
- Make sure toilets are clean and there are supplies of toilet paper and towels.

During the evening

- Make sure all transactions are recorded on SumUp accurately.
- Put all empty bottles in the green recycling.
- Dry recyclable can be put in the bin behind the bar - all other waste put in the bin in the store room.
- 5 minutes before advertised closing time call last orders.
- After 23:00 make sure all windows and doors are closed to ensure neighbours are not disturbed.

Closing Up

- Serving alcohol should stop at 23:00.
- Turn off heating units.
- Make sure all windows are closed and close the blinds.
- Turn off ice machine - place excess ice in the freezer for future use, and ensure lid is left open to allow it to air.
- Stack dirty glasses in the dishwasher. Using the dishwasher tablets from the cupboard above the dishwasher set the machine running on the most suitable cycle.
- Empty the green recycling into the large blue recycling bin.
- Check shelves and fridges for stock and restock if necessary.

- 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 calls fellow committee member/s.

If there is an accident if necessary, follow first aid policy and if required call an ambulance and make sure it is recorded in the accident book.

- Non-emergency 111
- Emergency 999

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

Approved

30.6.26

Date

Signed

