



Holme Bar Duty House Officer Guidance Notes

KEYS

Keys for the bar are kept in the first-floor lounge. There is a red metal safety box on the wall to the left of the TV. The code is available from any Exec member or a previous DHO – enter the three digits - then turn the knob. The bar keys are marked Nr 1 & Nr 2. Nr 1 is for the door, Nr 2 is for the shutter. This opens the serving area and the shutter to the bar.

GLASS RINSE MACHINE

Is located behind the bar, with a steel front. To the left is a switch on the wall, turn it on and allow the machine to warm up before using it to rinse glasses. For more details refer to the Holme Bar trouble shooting handbook.

CARD PAYMENT ONLY

We operate card payment only. No cash or float unless directed by an executive committee member. Payments are taken using a white card reader (Sum Up) located on the bar, be sure it is plugged in and turned on. On the counter is a till with an iPad on top. Be sure it is plugged in and turned on, this allows us to access the till interface and receipts. For more details refer to the Holme Bar trouble shooting handbook.

IN THE BAR

The switch for opening/closing the shutter on the bar is on the left-hand side on the wall. We have 4 beer taps; be sure the lights are turned on and the beers are run through. Clean down the area after and prepare the ice bucket for use. Ice is kept in the fridge freezer to the right. Check the coffee machine and water kettle is clean and ready for use. Turn lights on the double fridge.

RECORD THE EVENING

The bar will be stocked before an event. Extra stock will be kept in the fridge and the cupboards. If Kegs run empty put a glass over the handle. At the end of the night record any events/lack of stock/duty no shows. The Notebook will be kept beside the till or email: edycsailing736@gmail.com

TILL; CARD READER AND WIFI

The till: the Card Reader and Receipts are connected. They work together **only** when the WIFI is operating. If the WIFI is unable to connect please contact any of the 3 people listed in the Holme Bar trouble shooting handbook.

WIFI FAILURE

Unfortunately, our club WIFI can lag or drop out. In this case record the time and continue to serve with cash. In A receipt book is kept beside the till. Call one of the three numbers in the Holme Bar trouble shooting handbook and they will help.

END OF SESSION

At the end of your session there is no cash to count, leave the card reader and tablet on charge and turn till off. Tidy the bar, lock up and return the keys to the cabinet on the wall and switch of the glass rinsing machine at the wall.



OPERATING THE COFFEE MACHINE AND HOT WATER KETTLE

Milk: milk is purchased prior and stored within the fridge in the bar

Coffee:

- Use the glass coffee jug to fill up the water well on the top of the coffee machine.
- Put a packet of coffee into the filter section (these are in the fridge)
- Turn the boiler on and the hot plate.
- Allow 5-10 mins for the coffee to brew 😊
 - ✓ At the end of the shift turn the coffee machine off
 - ✓ Clean out the coffee filter and the coffee jug
 - ✓ Turn the hot plate off

Tea:

- Tea bags are kept in a bowl beside the kettle
- Fill the kettle with fresh water
- Turn kettle on and wait for the boil
 - ✓ At the end of the shift turn the kettle off
 - ✓ Empty the kettle of water.



DUTY HOUSE OFFICER FINAL TO DO's

- ✓ Ring the 'last round at the bar' bell 10 mins before closing the shutter.
- ✓ Clean down the entire bar area.
- ✓ Clean down the tables in the salon and tidy the chairs.
- ✓ Vacuum the floor in the saloon area, if necessary (vacuum is in the loft store)
- ✓ Close the bar shutter.
- ✓ Clean the drip trays from the draft taps.
- ✓ Press the home button on the iPad to put the machine into sleep mode.
- ✓ Turn off the till devices at the wall.
- ✓ Turn off the SumUp card payment and draft pump lights.
- ✓ Turn off the glass rinsing machine at the switch on the wall.
- ✓ Turn off the lights in the fridge under the till.
- ✓ Turn off coffee machine and kettle.
- ✓ Dispose of the bar bins to general waste outside and empty recycle bins into appropriate blue bin areas outside.
- ✓ At the end of the night record any events/lack of stock/duty no shows.
The Notebook will be kept beside the till or email: info@edyc.co.uk
- ✓ Turn off main lights in the bar.
- ✓ Close and lock the bar entrance shutter.
- ✓ Lock bar area and store keys in the red metal safety box on the wall to the left of the TV. The code numbers should be the same as when you opened it. Close the door - then turn the knob and scramble the numbers.
- ✓ Finally on behalf of the EDYC Executive – THANK YOU