**GUILDLINES FOR BAR VOLUTEERS**

The following guidelines are intended as a helpful guide and are not definitive.

At the start of the shift, take the cellar keys from the till; open the cellar, the lights will come on and switch off automatically as you leave. Check the gas bottle pressure, turn on the gas, only a ¼ turn anti clockwise. Switch the lines on. Diagrams on the wall.

Check the temperature of the cooling system top left at the back of the cellar and report to Trevor or Simon IF ABOVE 12 c

Lock the cellar as you leave.

Open the gates at the bottom of the steps at the front of the building and put out the sign.

Hoist the Ensign.

Plug in the window light; floor socket in the far corner of the room.

**BEHIND THE BAR**

Switch on the fridge lights, bottom right. NEVER SWITCH OF THE FRIDGES THEMSELVES.

Turn on the glass washer; see separate instructions.

Collect the card machine from the Chartroom.

Check stock; levels and restock where necessary from the cellar.

Half fill the ice bucket from the freezer keep the door open until your return the ice bag; use your discretion re the amount of ice to use in accordance to the type of event.

When serving pints or half pints ALWAYS use a fresh glass; even though some customers will say it’s alright to use the same glass; It is not alright.

When the bar has been closed for several days pull off a jug of Tribute, Korev, and Cider if on tap. (Keg beers go stale in the pipes.)

Always use the correct glasses Tribute for Tribute Korev for Korev etc. this is particularly important with larger as the glass is designed with a widget in the base in such a way as to keep the bubbles rising.

When pulling through a pint of Tribute for a customer keep the spout close to the bottom of the glass and pull through; if there is a big head let it settle and top up, if necessary, at the beginning of a shift check for the clarity of the pint, if it looks cloudy after a few seconds draw off another pint, and discard the cloudy one.

When pulling through Larger or Cider keep the glass at a shallow angle and slowly bring to the upright position, as the glass fills, often, the first pint of the evening can be quite gassy let it settle and top up as necessary.

If the beers on tap are very gassy it maybe because the gas has been turned on too full check in the cellar and if necessary, turn back slightly.

**Soft drinks** are kept in the fridge to the left of the galley door.

**Wines and bottle beers** in the right-hand fridge along with low and non-alcoholic beers.

Always replace the screw top on wines in the fridge. Where possible re pressure red wine after each serving; if really busy, do it as soon as possible but certainly at the end of a shift.

When serving wines use the glasses on the righthand shelves they are marked in 125; 175; and 250 measures.

There are several bottle openers, corkscrews, and spirit measures to the right of the back bar. Try to use a different measure for each spirit and rinse as soon as possible after use. Use tongs, or a knife, to pick up slices of lemon for drinks.

Try to keep all serving surfaces clean and clear of bottles, cans, bottle tops crisp packets etc.

Always try and keep on top of the glass washing to save running out of glasses and to save time at the end of the shift.

In the event that you run out of a specific item make a note and leave for Trevor or Simon so they can reorder.

**PLEASE DO NOT PUT TEATOWELS OVER THE PUMPS AT THE END OF A SHIFT AS IT IS UNHYGIENIC.**

**Take the ensign down. Make sure the gates at the bottom are locked**

**Lock the patio doors. Switch off the lights, including the bar fridge lights.**

**Return the card machine to the charger in the Chartroom.**

**Ensure ALL internal doors are locked.**

**Close down the cellar i.e. turn off the gas and turn the pump switches to the off position. Lock the cellar.**

**Turn off all the lights switches just inside the main doors on the ground floor. N.B. the lights by the toilets will stay on for a short while**