

BAR DUTIES

OPENING

- £500 Float Check £500 float in boxes/drawers in safe
Record number of coins/notes on sheet
- £200 Float Check £200 float in tray in safe
Record number of coins/notes on sheet
Move float from tray in safe to drawer in till
- Gas Open gas valves (needles should move from red to green)
If gas cylinder empty, follow guidance on "Changing Gas"
- Beer In cellar, ensure beer monitors above kegs are full
If not, follow guidance on "Changing Barrels"
In bar, switch on font lights at wall
- Washer Ensure plug is inserted into hole
Switch on at wall
Press orange button to wash glasses
- Fridges Switch on fridge lights in bar and next to safe
- Restock Restock fridges/spirits before, during and after shift
- Ice Fill ice bucket
- Water Fill water jug
- Grills Use key on hook at left of till to open bar grills

RUBBISH

Dispose of cans, paper, cardboard and plastic bottles in bin to left of sink
Dispose of broken glass and empty bottles in boxes next to gas cylinders
Dispose of all other material in bin next to till

TILL

- Receipts If someone hands in a receipt...
Put receipt in till
Give person same amount of money from till
- Change If you run out of change...
Take notes from till and put them in £500 float
Take same amount of coins from float and put them in till
- Sales To ring through transactions...
Press product button(s)
Press TOTAL button
Total will be displayed and till drawer will open
- No Sale To open till (ie for change), press TOTAL button

CLOSING

Do all of the "Opening" duties in reverse
Follow guidance on "Cashing Up"
Record hours worked on sheet at back of cellar door
Close gas valves

CASHING UP

Z-READING

Press **CANCEL**

Press **MODE**

Using ▼ ▲ buttons, carry out following actions on screen:

<u>Action</u>	<u>Text on Screen</u>	<u>Action</u>
Select 4	X1/Z1 MODE	Press TOTAL
Select 3	RESETTING	Press TOTAL
Type 1234		Press TOTAL
Select 2	PLU MENU	Press TOTAL
Select 2	BY DEPT	Press TOTAL x 2

Till will automatically print a receipt of today's takings

Press **CANCEL** several times to reset till for next user

TAKINGS

Write date at bottom of receipt

Circle total at bottom of receipt

Remove this amount from till

Place this amount, together with receipt, in plastic bank bag

Place bank bag in "Takings" box in "Takings" drawer in safe

FLOATS

Move remaining coins/notes in till to £200 float tray

Record number of coins/notes on sheet

Move float tray to safe

Check £500 float in safe

Record number of coins/notes on sheet

Lock safe and return spanner to hook in spirit cupboard

CHANGING BARRELS

Do not stand directly over a barrel, as beer can spray upwards at speed.

Lift handle upwards and twist connector a quarter turn anti-clockwise.

Lift connector from keg.

Select new keg to be connected. This should be keg with oldest date.

Remove plastic cap from new keg.

Fix connector to new keg by twisting connector a quarter turn clockwise.

Open top valve of "Stanwell" beer monitor on wall.

Beer will fill monitor and excess beer will pour from plastic tube.

Collect excess beer in measuring jug.

Close top valve when monitor is full with beer.

Open bottom valve of monitor.

Float will rise in monitor.

Close top valve when float rises to top of monitor.

Pour spillage from measuring jug down sink.

At end of shift, move empty kegs outside and store against wall at left of main door.

CHANGING GAS

Cylinder Types	Cylinders on left provide gas to Carling/Strongbow Dark Fruits Cylinders on right provide gas to Belhaven Best (marked 70/30)
Empty Cylinders	Needle on pressure gauge on wall should be in red zone Close valve on top of empty cylinder Use spanner to undo nut Disconnect hose (residual gas will escape from hose) Use chalk to mark cylinder "Empty" Move cylinder to spirits cupboard (either then or at end of shift)
Full Cylinders	Remove plug or tape from new cylinder Connect hose Use spanner to tighten nut Open valve on top of new cylinder Needle on pressure gauge should move from red to green
End of Shift	Ensure all valves are closed