

BROAD TOWN SOCIAL CLUB
INSTRUCTIONS FOR DUTY COMMITTEE MEMBER

1. On arrival set heaters on, if necessary.
2. Connect up barrels, gas cylinder, and cooler. Use extension lead. Plug and switch for cooler is towards end of hall, on left hand side. Turn on gas; check system for leaks.
3. Switch on water heater - pull cord in kitchen ceiling.
4. Set out tables and chairs in hall. If the lads need the pool table they will normally set it up themselves.
5. Set up the remainder of the bar. The right hand cupboard is the store so, if you are short of anything, check in there. When using any of the stock take due regard of the 'Use by' dates. The same is true of the beer and lager - each keg has a 'use by' date label.
6. Check float and place in till. There is a form on which you should list break-down of float. Place a price list next to the till, and one for the members on the other side of the bar.
7. Put Visitors book and green folder showing club rules and list of members on small table in lobby.
8. Pull a small quantity of beer and lager through the pumps to ensure fresh - or that the water left after cleaning is cleared. You should now be ready to go.
9. The optics are a standard 1/6th of a gill. For martini or cinzano you need a double measure - there is a small measure glass for this purpose.
10. It helps if you wash up as you go along!
11. Check occasionally that customers are members and see if they have their membership cards. If not a stack of undelivered cards is kept in the till. There is a club membership list in the green folder showing those who have not paid. Get the money before giving these their cards. Visitors MUST be booked in by a member, and are to be charged 50p per head. Be wary of under-age drinkers.
12. You MUST call "last orders" at 10.50, and "Time" at 11.00. DO NOT serve drinks after this time. Collect all glasses at 11.10.
13. Switch off gas. Lift levers on kegs, remove pipes and hang in small sink. Switch off cooler. When washing up is completed, do not forget to switch off heater in kitchen.
14. Ensure that all rubbish is bagged, sealed, and put out at the side of the hall.
15. Leave any empty kegs in the bar. They will be sorted out later.
16. Clean up the hall. Unless advised to the contrary, after Friday evening stack all tables and chairs on left hand side of the hall. After Saturday evenings put everything away - either on the stage, or in the Committee room at the rear.
17. Check takings, and complete form.
18. Lock up bar doors, check hall for safety - fires, lights, windows etc, ensure lobby and outside lights are off and then lock front door.