

Romsey Rugby Club: Bar Instructions

Open Service

- Till: Turn on till to "reg". Keys in optic measures. Ensure float is in the till.
- Ice: Turn on machine. Empty old water and replace with fresh.
- Cooler: Turn on cooler at the wall and light.
- Bar lights: Switch under front of bar.
- Glass washer: Turn on. Ensure detergent and salt are available.
- TV: Turn on wall switch and power button on right hand side.
- Cellar: Turn on bar gas and ensure sufficient pressure; check cooler has ice; ensure all draught beers prepared; ensure gas switches are in the on position for all beers.
- Pumps: Ensure bitter and Guinness pumps have the splitters. Lager and cider should be clear. Real ale black plastic splitter.
- Surround Sound: Plug in and turn on. Power button on reverse of speaker. Remote control behind bar for volume.
- Kitchen: Pie heater, boiler, kettle, extractor fan and dishwasher as required.

During Service

- Press cash without registering items to open till.
- Sub total and enter cash tendered to give change total.
- Remove old barrel: press button and unlatch handle.
- Attach new barrel: select new barrel. Remove plastic seal. Attach handle and turn to lock. Bleed if required. Release ball if required.
- Real ale: cork with sealed plastic still. Release pressure if necessary. When settled, replace seal with open version. Insert plunger and then pull up one inch to avoid silt.
- Gas: Turn off tap. Use wrench to remove and replace canister.

Close of service

- Till: Turn off till and replace keys in optic. Place all cash 50p and up in safe drop box. Perform X-read. Leave cash drawer open.
- Turn off: Surround sound & TV; All kitchen equipment (dishwasher; pie warmer; boiler; extractor fan; kettle); ice machine (throw away ice); cooler; bar lights.
- Ensure cleanliness of: Drip trays; glasses; wipe all tables and surfaces; pumps.

