

## **Bar Chairman List**

Sweep the footpath and the entrance to the club on a regular basis

Sweep the veranda on a regular basis

Check the toilets regularly for cleanliness and toilet rolls and soap

Restock cooler cabinets, clean keg taps

Coordinate the diary, deal with booking enquiries, give early access for functions to set up including organising the stage set up (if a band) and additional clean

Ensure cables are taped down and access to emergency exits are not obstructed

As licence holder ensure we meet our obligations

Perform regular testing of emergency lights and the fire alarm system

Assist with the weekly clean, do interim cleans and spot the carpet on a weekly basis.

Clean the beer lines and Coke Dispenser on a weekly basis

Change the water in the beer taps bucket weekly

Clean a couple of shelves each week

Checks drinks & nibbles stocks weekly and order as required

Take in deliveries - Hambleton on a Tuesday

- Heineken on a Wednesday

- Tate Smith on a Friday

Collect Mars Bars & Kit Kats from Golf Club

Put the recycling bin out fortnightly and check that Yorwaste come fortnightly

Recycle the glass bottles every couple of weeks

Clean nozzles on glasswasher monthly, do occasional clean with dishwasher cleaner.

Issue a bar rota every month

Go to Woodlands to buy gasses and consumables:-

Floor Cleaner, Bleach, Washing Up Liquid, Soap, Black Bags and Cloths

Give access to PHS (gents water treatment) - every 6 weeks & annual equipment service

Give access (incl Squash Courts) to Rentokil (ladies sanitary units) - every 6 weeks

Buy toilet rolls from Rentokil and take in delivery - twice a year

Check oil tanks, order oil and unlock/lock tanks for delivery - once or twice a year

Check cesspits regularly and arrange emptying - every 18 - 24 months

Give access to the whole site for PAT testing - annually

Give access to engineer to service fire extinguishers - annually

Give access to engineer to service alarm system - annually

Sets up tables/chairs for dominos/rugby/hockey

Ensure clubhouse is alarmed every night

Opens club up on days when in use.

On call for the security alarm - with occasional early hours callouts

Rod drains when blocked

Polish dance floor - will have to determine what the cleaning regime is for the new floor.

Buys in bulbs, tubes & starters and fits replacements. LED's should be virtually maintenance free

General spot cleaning

There may be some of the other yearly jobs I could also help with if no body else steps forward