

Newhaven & Seaford Sailing Club Outline of Bar Duty

As part of membership with duties, club members are required to carry out at least $\frac{3}{4}$ duties per year. These duties are allocated via the Dutyman system. Once a duty is allocated it is your responsibility to complete that duty.

However, if you cannot make the duty date then you must affect a “swap” with somebody who can make the date, again using Dutyman.

Any duty “swap” should be notified to the Bar Manager (Steve Scudder – barmanagernssc@nssc.org.uk or 0784 3089870).

Bar Duty Role Includes:

- Collect keys and float from galley crew
- Open the bar, check stock in the bar and fill shelves if required from stock room.
- Check stockroom for draught beers and gas supply
- Wash glasses as required
- Empty glass bins into main bottle skip outside at the end of duty
- Restock shelves at end of duty, if stock available.
- Make a note of stock that is low or all gone and leave on till
- Clean bar and shut down including turn of gas in stock room
- Return keys and float and takings to galley crew

Duty Hours - from and to, inclusive: (Bar manager to be notified of any change to duty period).

- Wednesday evening: 19.30hrs until 23.00hrs
- Friday evening: 19.30hrs until 23.00hrs
- Sunday & Bank Holidays: 12.00hrs until 17.00hrs

Note:

On occasion it may not be possible to collect the keys and float from the Galley. If this is the case then you will need to contact the Bar Manager to organise access to the float and spare keys.

Bar duty should be an enjoyable social experience, offering a good chance to meet and chat with other members. There will generally be people in the club propping up the bar who will be only too willing to lend a hand. Please do not hesitate to ask for assistance, and likewise if you would like a short break just ask someone to watch the bar for you.

Best Regards

Steve Scudder
Bar Manager