

# **Kelvin Players - Bar Setup Checklist - tasks for Bar Supervisor**

## **Before The Show...**

- Arrive 30 minutes before audience doors open (usually at least 60 minutes before show start)
- Make sure fridge is switched on
- Take safe key out of key safe on the side of the staircase
- Take EPOS machines from safe and put on charge
- Check cash tin and safe for change (£1 and 50p coins) and get some from Sainsburys if needed
- Empty recycling into large orange container bin outside
- Wash your hands
- Make coffee (instructions below)
- Ensure fridge is stocked (including buying milk if required)
- Lay out stuff for hot drinks and snacks (large jars with peanuts/chocolate, scoops, ramekins)
- Fill jugs (or large container) with tap water and leave out with small glasses on the bar
- Make sure all glasses are laid out (along with anything else as needed - kettle, boiler urn, etc)
- Check chalkboard is updated with current menu
- Write any orders for interval drinks on slip of paper

## **During Act One...**

- Collect empties from bar area, deal with washing up, reset stock levels as needed
- Make any interval drinks and put out alongside the original order slips

## **During Act Two...**

- Collect empties from bar area, deal with washing up, reset stock levels as needed

## **After The Show...**

Continue to collect empties and deal with washing up (ushers should collect from auditorium)

If there is another performance on the next night...

- Try to leave EPOS batteries with some charge
- Reset stock levels as needed
- Leave fridge on overnight and leave glasses out clean and dry
- Contact the Bar Manager with feedback or requests to reorder low stock items

If it's the last night of the run...

- Check with the Bar Manager about packing everything away

Liaise with Theatre Manager to ensure building will be locked and alarmed

Take last load of clean glasses out of glass washer (no need to dry up) and turn off machine

Lock away EPOS machines and cash tin in safe

Lock fridge and cupboards under bar

Return safe key to key safe

### Coffee Machine...

- Fill the back of the machine with water
- Put 5 heaped scoops of coffee grounds directly into the brown V-shaped filter
- Put the filter into front of the machine and the empty jug on the hot plate
- Turn it on and hot coffee will very gradually filter through

### Glass Washer...

- Glasses go in upside down
- Make sure filters are in tight
- Long plug goes through middle of filters
- Left button turns machine on - green light comes on
- Right button starts a washing cycle - orange light comes on
- Cycle only takes a few minutes - orange light goes off when finished
- This machine does not dry, so drying will need to be done using tea towels
- After machine is turned off, water will drain out

### EPOS Machines (SumUps)...

- Should already be logged in, but in case login details are needed...
- Username = [rick.procter@icloud.com](mailto:rick.procter@icloud.com) / Password = Kelvin1929
- Hold down the button on the right side for several seconds to turn on and off
- Should just work, but (like all computers) occasionally needs restart or updates

### Keys - from left to right these are...

- Door between bar and corridor
- Safe key (kept in key safe on the side of the staircase)
- Cash tin
- Cupboards under bar

