POLICY NUMBER: 6.21	DATE ADOPTED: Historic
POLICY TYPE: Production Job Descriptions	DATE AMENDED:
POLICY TITLE: Bar Operator	

Bar Operator

The Bar Operator is responsible to Administrative Producer.

Must be prepared to take complete responsibility for purchasing supplies, license, setup and running of Bar during Opening Night. Must have a "Serving it Right" Certificate.

Planning

1. TWO WEEKS PRIOR to Opening Night – meet with treasurer at liquor vendors to obtain license and purchase liquor (beer/wine). Check with vendor personnel as to price per drink you are allowed to charge.

    Arrange for two persons per night to work the bar – give list to FOH
2. FIVE DAYS PRIOR to Opening Night – check out bar at theatre. Check supply of jiggers, bottle caps, etc. that fridge is in working order and space available for bar supplies.
3. Place garbage receptacle and napkins at bar. Borrow two ice buckets.
4. 4Make sign above bar giving price and liquor available.
5. Take license to RCMP for approval and return to vendor for final stamp of approval.
6. Keep bar budget for all expenses and profits.
7. Obtain float from treasurer – borrow cash box and keep budget booklet in it.

Bar Night

1. Arrive at theatre one hour prior to curtain and set up bar.
2. Display license near bar for each evening.
3. Post sign giving price.
4. Open bar half hour before performance.
5. Two minute warning: clear bottles, mix, ice etc. from bar top.
6. Open bar at intermission and check with producer is bar to be open after performance.
7. Keep money safely in cash box and take home or give to producer each night and record in budget booklet. Retain all receipts in cash box and hand over to producer as required.
8. Begin each night with float.

9. Replenish supplies as needed.

10. After closing bar, gather glasses and arrange supplies for each night.

Striking

1. Clean bar area.

2. Return unopened cases of beer or wine to vendors for refund.

3. Return float to treasurer.

4. Turn in profit sheet and budget booklet to producer.