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| *Before the show.* |
| Please arrive about 45 mins before the show is due to start to allow sufficient time to get ready. Check in with the FoH Manager on arrival and let them know if you are first aid trained. |
| The keys to open the door to the bar is in the key safe, the combination to which is 9060. Once in the cupboard under the stairs holds stock and also the key for the hatch. Open the hatch. |
| Check bar and tables are clean and chairs are suitably arranged.  |
| Check the til is working. It should just come to life when you touch it! If not turn off and back on! |
| We are a cashless theatre, but if the electronic tils stop working there is an emergency float on the bottom shelf. Occasionally, it may be easier to accept the correct cash from a person, rather than wait for them to attempt to find someone with a card. In which case, the cash can be added to the emergency float.  |
| Put empty bottles into the large wheelie bin under the sink. Empty any dregs from used glasses before placing them in the big blue bucket. |
| *The first two seats on the front row are for you and the Steward to watch the show. The Front of House Manager will keep an eye on the bar in your absence.* |
| *After the performance.* |
| Serve drinks to cast, crew, audience at your discretion, but generally up to an hour after the show has ended, or up until 11pm, whichever is sooner. Meanwhile, restock everything you can from under the cupboard under the stairs. Empty any dregs from used glasses before placing them in the big blue bucket. These will be collected and washed tomorrow. (Check none are left in auditorium.)  |
| At the end of the night do your best to tidy up and wipe tables and counter etc. Pull down and lock the hatch. Return that key to the stock cupboard under the stairs. Turn off the lights in the bar before locking the door and returning the keys to key safe. |
| If the fire alarm goes off, check with the FoH Manager and assist as directed.  |