

## BAR HOST INSTRUCTIONS

1. The **Quartermaster** schedules the Bar Host following the liquor license requirement that bartenders be trained in serving alcohol and possess a current TAP card.
2. The **Bar Host** chooses the drink special and determines the ingredients in the special and the amount needed. Check the inventory of items stocked in the bar closet. The Bar menu is on the Club website under Publications at [www.juneauyc.org](http://www.juneauyc.org).
3. The **Bar Host** may obtain special ingredients or ask the **Quartermaster** to provide them. If you wish to provide them and to be reimbursed, be sure to keep all receipts and give them to the **Treasurer** or money handler. If you prefer to donate them, thank you for the donation!
4. The **Bar Host** gives the drink special information to the **Quartermaster** as early as possible so that it can be included in the newsletter regarding the upcoming event.
5. On Wednesday morning, the **Quartermaster** will send an email with the number signed up for dinner. For Socials, assume that approximately 30 people will be attending. Generally, one **Bar Host** will be scheduled for Socials.
6. For Quarterly Dinners, at least two **Bar Hosts** may be needed. The **Bar Host** is encouraged to ask a friend or acquaintance to assist. Remember that they must have a TAPS card to serve alcohol.
7. **Bar Hosts** and helpers are each entitled to 2 free drinks and 1 free dinner.
8. Social hours are 5:00 pm to 7:00 pm with a last call at 6:45 pm. Quarterly Dinner hours start at 5:00 pm with a last call at the discretion of the **Bar Host**. The **Bar Host** should plan to be at the Club at least 30 minutes before the event.
9. Access to the building can be arranged by texting the **Quartermaster** who can immediately disarm the alarm system and unlock the kitchen, pantry and entry door and liquor closet remotely.
10. For both Socials and Quarterly Dinners, blue (alcoholic) and white (non-alcoholic) drink chips and dinners are sold by the **Treasurer** or money handler upon entry.

11. Only **Club Members** may purchase blue (alcoholic) drink chips. **Guests** or the public may not purchase blue chips. No one under 21 may purchase blue (alcoholic) drink chips. The **Bar Host** may need to ID individuals to assure they are at least 21.
12. The **Bar Host** accepts chips exchange for beverages and places chips in a container at the bar.
13. **Bar Hosts** may serve alcoholic beverages to **Members** and **Guests** in exchange for blue (alcoholic) drink chips. **Members** may purchase and provide blue (alcoholic) beverage chips to **Guests** over 21. The **Bar Host** is responsible to ensure that **Members** and **Guests** under 21 do not consume alcoholic beverages at the Club.
14. **Bar Hosts** on duty for an event cannot host a **Guest** at that event. They may find another **Member** to host their **Guest(s)**.
15. Alcoholic beverages cannot be sold for consumption off premises and may not be consumed outside of the perimeter of the building and deck.
16. Used plastic glasses, bottles (NO CAPS) and other recyclable items should be emptied of drinks and foodstuffs and placed in the **recycle bin**. Others will empty it.
17. Glass bottles (NO CAPS) should be placed in a separate **bag for glass recycle**. Others will empty it.
18. Non-recyclable items (INCLUDING BOTTLE CAPS) should be placed in the **trash bin**. Others will empty it.
19. After the event, the bar surfaces must be wiped down with disinfectant wipes. The cutting board, knives and other used utensils must be washed with soap and hot water, dried, and **left in the bar closet**. **Do not leave bar items in the kitchen**. Renters may take them or they may become lost in the kitchen.
20. If you discover problems with the building, grounds, appliances, etc, please contact the **Quartermaster**.

### **Current Positions**

**Quartermaster:** Chris Roust. Text/call at (209-8808) or [croust@gmail.com](mailto:croust@gmail.com)

**Treasurer:** Sharon Kelly. Text/call at (321-1332) or [salysalmon@aol.com](mailto:salysalmon@aol.com)

Thank you for volunteering!