

COFFEE BAR

CHECKLIST

ON ARRIVAL

1. Check-in with FOH manager; read any special instructions and the fire instructions; listen carefully to FOH Manager's briefing to all staff; liaise with FOH Manager if you are sitting in as a Duty Usher.
2. Check urn is filled and turn urn to high
3. Coffee Bar staff are to wear dark clothing as per current convention.
4. Check off bar float and note with FOH manager any discrepancies
5. Restock fridge supplies if needed.
6. Prepare serving and preparation areas with coffee bar items (cups, milk jugs, sugar, coffee, tea, water, sweets, etc). You may need to retrieve clean cups from dishwasher.
7. Check prices
8. Ensure there is a small supply of programs to sell at the bar. (Put aside in a marked cup any program money taken and give to the FOH Manager to go in the Program float.)
9. Open up coffee bar
10. Put any used cups in the spare metal rack on under the bar. (Replenish paper toweling underneath as required.)

DURING the SHOW

1. If not sitting in theatre as a Duty Usher, tidy up and restock supplies.
2. Assist in clearing up foyer areas
3. If it's a large house and a lot of cups have been used, it may be necessary to put cups, with glasses from the Wine Bar, through the dishwasher.
4. KEEP NOISE TO A MINIMUM IN THE FOYER.

AFTER interval (or AFTER SHOW, if sitting in theatre for the show)

1. Turn off urn (IMMEDIATELY AFTER INTERVAL).
2. Balance float. Sign float sheet then pass float and sheet to FOH Manager.
3. Clean up area/equipment/surfaces, restock fridge, fill urn.
4. Assist in clearing garbage bins and tidying up.
5. Note with FOH Manager any stock needing to be reordered
6. Close coffee bar. Sign out & return your badge.