

# **BAR HOST INSTRUCTIONS JUNEAU YACHT CLUB**

1. The **Dinner/Bar Host Committee Chair** 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/Newsletter Editor** 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! Keep in mind that expensive, special ingredients should be refrained from purchasing for weekly special drinks. We only have so much space for liquor storage and charge a nominal fee for drinks. If there is a question about a special ingredient needed for a weekly special, please contact the **Dinner/Bar Host Committee Chair**.
4. The **Bar Host** gives the drink special information to the **Quartermaster/Newsletter Editor** by Sunday noontime so that it can be included in the newsletter regarding the upcoming event.
5. On Tuesday evening, the **Quartermaster/Newsletter Editor** will send an email with the number signed up for dinner. For Socials, you can assume that approximately 20 to 30 people will be attending. Generally, one **Bar Host** will be scheduled for Socials although, if over 30 are signed up, you may wish to ask a friend or acquaintance with a TAP card to assist.
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 helpers must have a TAP card to serve alcohol or be behind the bar (near alcohol) according to state regulations.
7. **Bar Hosts** and helpers are each entitled to 2 free drinks and 1 free dinner.
8. Social Dinner hours are 5:00 pm to 7:00 pm with a last call at 6:45 pm. Quarterly Dinner and Christmas 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/ Newsletter Editor** 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) drink chips and dinners are sold by the **Treasurer** or money handler upon entry. Sodas, club soda and tonic are free of charge. 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. **Bar hosts** should remind **Club Members** that **Guests** should sign in upon arrival at the Club.
11. The **Bar Host** accepts chips in exchange for beverages and places chips in a container at the bar.
12. **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.
13. **Bar Hosts** on duty for an event cannot host a **Guest** at that event. They may find another **Member** to host their **Guest(s)**.
14. Alcoholic beverages cannot be sold for consumption off premises and may not be consumed outside of the perimeter of the building and deck.
15. 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.
16. Glass bottles (NO CAPS) should be placed in a separate **bag for glass recycle**. Others will empty it.
17. Non-recyclable items (INCLUDING BOTTLE CAPS) should be placed in the **trash bin**. Others will empty it.
18. 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**. **Be sure to turn off light in refrigerator before closing the bar closet door. Do not leave bar items in the kitchen. This includes ice scoopers and cocktail shakers.** Renters may take them or they may become lost in the kitchen.

19. If you discover problems with the building, grounds, appliances, etc. please contact the **Quartermaster/ Newsletter Editor**.

**Current Positions**

**Quartermaster/Newsletter Editor:** Chris Roust. Text/call at (907-209-8808) or [croust@gmail.com](mailto:croust@gmail.com).

**Dinner/ Bar Host Committee Chair:** David V. Kirstien Text/call (916) 717-3243 or [dvk.juneau.ak@gmail.com](mailto:dvk.juneau.ak@gmail.com).

**Treasurer:** Sharon Kelly. Text/call at (907-321-1332) or [salysalmon@aol.com](mailto:salysalmon@aol.com)

Thank you for volunteering!