River Run Centre

Position:	**Bar Cashier**
Department:	Front of House Services
Location:	River Run Centre, City of Guelph

House Rules	- Please wash your hands regularly to ensure proper hygiene. - Please no gum chewing, eating or drinking in front of customers. - All bar volunteer staff must have their Smart Serve certification
General Information	- There is an ATM machine at the Coat Check window. - All bar cashiers are strongly encouraged to take the Bar training - There will be coins in the right hand coin compartment. Place in the tip jar with the sign in front of the cash register. - Price list goes on top of the cash drawer in front of the till. - Cash register assists with inventory, so please touch specific types of product, for example: Chips - regular - Advise the staff if any product was thrown out or if a mistake is made

Cash Register Instructions	- Touch the screen to wake it up if it is dark.
	- Main Menu on right of screen includes:
	  - most popular items (Water, Coffee, Tea, Hot Chocolate, Coke, White/Red Wine, Gin, Rum, Rye, Scotch, Vodka, Cider and Beers)
	  - sub menu buttons(green) - **Snacks, Ice Cream, Food**
	  - sub menu buttons(red) – **Pop/Water, Milk/Juice, Prep/Beverages**
	  - **Print** and **Cash** buttons
	  - **Exit** button for staff only (or in case of evacuation) – closes down software
	  - **Clear** button cancels the entire order

Pre-orders/Receipts	- If the item is on the Main Menu, select it, otherwise: - Choose one of the submenus - Choose item(s) in the sub menu then 'exit' that screen - An additional submenu may pop up for the mix required for the liquor (example - tonic) or the type of tea (example - orange pekoe). - **Total** (which includes tax) appears at the bottom left of the screen. Announce the **Total** to the patron. - Press **CASH**…type in the amount received from the patron and press **Enter**. The drawer will open and the change amount will be presented. Press **okay**. You may wish to put the bill across the till. - Give the change to the patron, closing the cash drawer after each sale. - **Only two drinks per person per order** - **Add** button will add one more to the last product - **Less** button will subtract one to the last product, unless the last item was a descriptor i.e. mix for the liquor or tea type, in which case it will take you to the descriptor screen to change the item. - If any item needs to be deleted or changed, press that item on the left list and make the change - If you have cashed out but have made an error, or the patron wishes to change their order, print the receipt and then re-enter the correct sale. Then mark "VOID" on the incorrect sale receipt and place it in the till. - If you have been given a voucher, press **Voucher** after item redeemed and print the receipt. Place the voucher and receipt in the till. - For a receipt, after the order is completed and cashed out, press the PRINT button. All past orders will be listed. Find the order you want and press the number (#) that heads that order. Press PRINT. For pre-orders when two (2) copies of the receipt are needed, repeat. 'Exit' when done to return to the Main Menu. Or if appropriate, push the 'Print Last Check' button

Training TABLE 0 Custom 1

1 COKE	$2.00
1 HOT CHOCOLATE	$2.00

TOTAL $4.00

0	BOTTLED WATER	WHITE WINE	SAPPORO
1	COFFEE	RED WINE	ORIGINAL
2	TEA	GIN	CLEAR
3	HOT CHOCOLATE	RUM	RAILSIDE
4	COKE	RYE	HONEY BROWN
5	POP\WATER	SCOTCH	WELLY BROWN AL...
6	MILK\JUICE	VODKA	WELLY SPA
7	PREP\BEVERAGE	STAFF ALCOHOL	THORNBURY
8	SNACKS	ICE CREAM	FOOD
9			
C			

| Up | Split | Add | Cash | | Table |
| Down | Print | Less | Close | | Clear |