

Bar Personnel Declaration

I understand and acknowledge that in my current position I am bound by company policy and the law to follow certain rules and regulations. Therefore I accept it is my responsibility to ensure the following:

- Under ringing of items in the till is forbidden-even to amend a mistake made previously.
- Over-rings must be recorded on the sheet provided and accompanied by a receipt.
- All wastage must be kept to a minimum and recorded on the sheet provided.
- I must **NOT** drink alcoholic beverages whilst on duty.
- Any drink bought for me must be consumed after my shift has ended and I must produce a receipt upon request.
- No drinks are to be served without payment or a valid docket.
- I am responsible for all the money in the till while I am on duty, I should check the float before I make the first transaction so any irregularities can be rectified.
- I should not allow anybody else access to the till for security reasons.
- The till and bar should never be left unattended, I should ask another member of staff to watch it if I need to leave.
- Theft of stock or money will **NOT** be tolerated and will result in the termination of any employee's employment should they be caught stealing.

I understand my responsibilities in the following areas:

Underage Sales
It is forbidden to serve anyone who is **UNDER**18 years old.

Enough IS Enough!
I am aware that it is **NOT** permitted for me to serve anyone who appears to be drunk.

The Price Is Right!
I understand that no over-charging is permitted and the customer must not be made to pay more than the advertised price on the bar tariff.

Trainer's Name:

Trade Descriptions
I understand I must serve the product the customer asks for and the container **MUST** contain what its label says it contains. No products are to be diluted before serving them to a customer.

Weights & Measures
I am aware of the dispense measures for all drinks I serve and agree to **NEVER** serve a customer a smaller measure.

Name:

Signature:

Date: