

Standing Rules for AMVETS Post 25

Article I – Duties of the Bartender

Section A – General

1. The bartender on duty is in complete charge of the canteen. This includes jurisdiction over Post officers not conducting themselves in a manner befitting their position.
2. The bartender on duty will not play tickets while on duty, either by themselves or with or through someone else.
3. The bartender is financially responsible for all monies handled on their shift. All shortages of \$5.00 or more will be deducted from their pay.
4. A bartender will not report to work intoxicated nor will they consume any alcohol while on duty, except for one complimentary drink at the end of their shift .
5. A Bartender will pay for all drinks (except coffee and fountain drinks) and food or snacks consumed while on duty except as noted in Section A, Item 4.
6. It is the responsibility of the bartender to maintain a cheerful and friendly environment. Therefore, the bartender will not verbally complain to or about members or family of members or discuss post business while behind the bar. Post business will be discussed in private away from the bar, complaints shall be as processed per Section A, Item 7,
7. All complaints must be made in writing to the Commander or his designated 3 member discipline committee
8. A new bartender will be on a thirty-day probationary period.
9. New bartenders will be required to become a member of the Post by the end of their probationary period.
10. All bartenders will restock and rotate coolers at the end of their shift.
11. If a bartender needs to take time off or re arrange their schedule, they must contact the trustees to arrange or approve a replacement. Notification must be 48 hrs in advance except for extreme cases. Excessive unexcused absences will be cause for disciplinary action.
12. Paid Vacation: After one year continuous service 1 week paid, after 3 years 2 weeks, After 6 years 3 weeks. A week being defined as normal work week.

Section B – Day shift

1. The day shift bartender will be paid from 12:30 pm to 7:00 pm. This includes time for cleanup of canteen and preparation for their shift.

2. The day bartender will be responsible for the ordering of cleaning supplies and snacks which are delivered by the vendors. He/she will notify and provide Trustees with a list of sodas and other supplies not delivered by vendors including liquor and mixes when they are getting low (before running out).
3. The daytime bartender will verify all incoming deliveries.
4. When a liquor is used during the course of a shift, the pourer cover is to be left off.

Section C – Night Shift

1. The night person will be paid from 6:30 pm to 1:30 am and must be clocked in on the register no later than 6:46 pm. This includes time for cleanup of canteen and preparation for their shift.
2. The cleanup duties for the night person includes (but not limited to) the bar area (including the drip trays for draft beer), rotate and stock coolers.
3. Last call for instant bingo and games (darts, pool, etc.) shall be made at 12:30 am. Last call for alcohol shall be made at 12:45 am, At this time all doors are locked and all winning tickets must be turned in for payment. When last call has been given the cash register will be cleared as soon as possible (must be cleared by 1:00 am).
4. All members and guest must be out of the building by 1:30 am. The bartender must set the alarm and be out by 2:00 am.
5. At the end of the shift, any liquor that has been used during the day shall have the porer removed , bottles covered, and the porers placed in water to soak over night.

Section D – Penalties for Violation of Rules

1. The first violation will result in a written reprimand.
2. The second violation will result in a written reprimand and three (3) days off without pay.
3. A third violation will be grounds for dismissal.
4. Anyone caught stealing will be terminated immediately.
5. Anyone on probation may be terminated at anytime without reason given.

Any changes in the duties of the bartender that may occur in the future, he/she will be informed in writing and expected to comply with said changes.

Bartender:

Trustee:

Date:
