



## **Fakenham Gin & Beer Festival 2018**

### **Staffing Guidelines**

- All volunteers must remember to sign in and out at the end of their shift
- Staff must wear identification provided at all times.
- All volunteers must agree to work to and abide by the Staffing Health and Safety Guidelines. If you are asked to stop doing something for safety reasons, please comply, your health and safety is important to us.
- The amount of drink purchased is to be crossed out in marker pen. Check the card, any suspected forgeries should be reported to the bar manager.
- If you suspect a customer is too intoxicated to be served do not serve them and ask the bar manager if you need assistance.
- Do not move any of the casks. If they are running low or have run out tell the bar manager.
- Keep the bar areas clean and wipe up any spillages.
- At the end of the session please wipe the bar and empty out any drip trays. Rinse drip trays out at the end of the day.
- Please keep breaks to a minimum during your session and agree with your bar manager before leaving the bar area.
- Please bring any food and drink you may need with you and agree a break with your bar manager, please do not eat while working the bar, drinking is allowed.
- Ensure that you wash your hands after using the toilet or smoking.
- If you have had a stomach upset within 48 hours prior to volunteering, please let us know and stay away.
- If you have any issues or queries on the day please speak to the bar manager.

**Thank you for your help and hard work, have a good time &  
Enjoy the beer festival**