

# Bar shift at Fredagscaféen

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# 1 Before the Bar Shift

We meet at 2:30 PM at the gate. The gate is by the spiral staircase down to the Nygaard basement.

The bar opens at 3:00 PM, and it is important that we DO NOT sell alcohol before then, as that is where we have our alcohol license.

Before the bar shift, the bar must be set up with everything that entails. Here it is sorted by where things need to be picked up/things need to be arranged.

During the bar shift, you as a bartender have access to a *bar key*. This key is in the bar and can unlock *Behind the Bars*, *The Room Under the Stairs*, *The Cleaning Room* opposite the disabled toilets in Nygaard -1, *The Wooden Cage* in Hopper -1 and the warehouse in *The Parking Garage*.

The bar normally closes at 22:00, but can in some cases close earlier if there are less than customers, where  $n \leq \text{few}$ . However, at parties or the like, we may close later, this will be announced in advance and there will be several teams of bartenders assigned to such a shift.

## 1.1 Behind the Bars

- The bar must be driven to the bar area with a *drip bucket*.
- The *refrigerators* must be full, and driven to each side of the refrigerators in the *Bar area*. Be careful when driving the refrigerators, as they are not secured to the wheels, and they can fall forward if pushed too hard and too high. See Figure 1. In addition, you must be careful not to run into anything on the road. Should any of the contents spill out of the door, you can put a jacket under it and carefully open it while grabbing bottles between the doors.
- The “pant” box is collected.
- If it’s the first Friday of the month, also bring out the wheel of fortune.



Figure 1: R.I.P. Kæle-2 (?-2015)

## 1.2 The Parking Garage

- Kegs must be picked up in the Parking Basement. Normally 1 Extra Pilsner, 1 cider and 1 special beer.
- In addition, bottled beer must be picked up. Normally 2 cases of Top, 2 cases of Tuborg Classic, 1 case of Odense Classice, 1 case of Tuborg Green and 1 case of Sport Cola.

## 1.3 The Room Under the Stairs

- Chips must be picked up.
- The *standing mat* must be picked up.
- The *board game cart* must be driven in.
- The cart with spirits, shot glasses and shot trays must be driven in.

## 1.4 DatKant

- The dish rack is collected from the dishwashing room in DatKant and taken down to the bar area.

## 1.5 The Bar Area

The bar area is typically set up in Nygaard-K02, as seen in Figure 2.

- *The padlocks* around the refrigerators in the bar area are unlocked with the bar key.

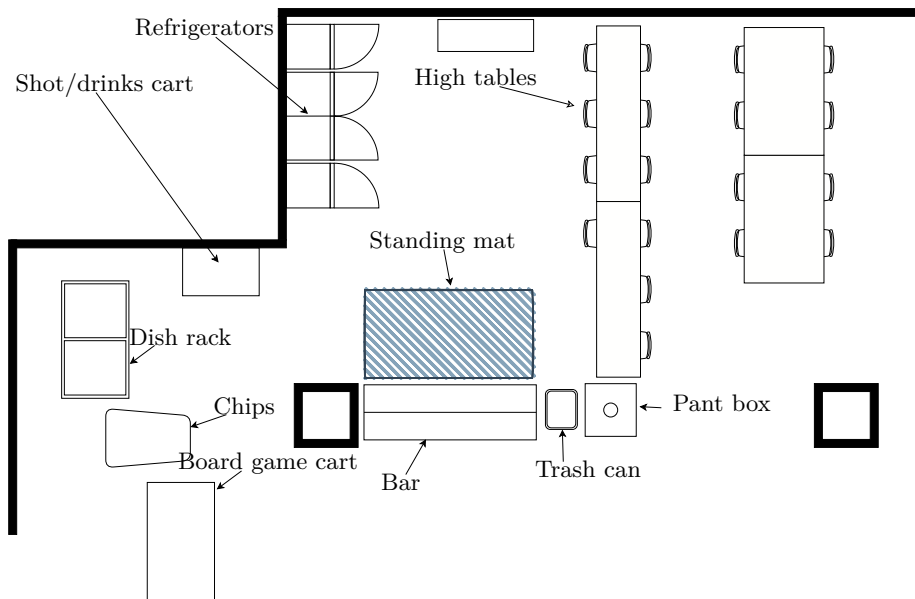


Figure 2: Bar area at Nygaard-K02

- The refrigerators are connected to power and the lights in the refrigerators are turned on.
- After the bar has been moved into place, the two bar tables are set up and bar stools are placed around them.
- A trash can is placed next to the bar.
- The bar must be connected to power.
- Keg racks must be connected and the gas must be turned on:
  - Pilsner is connected to the outermost taps (here 1 keg rack covers both taps).
  - Cider is connected to the center-left tap.
  - Specialty beer is connected to the center-right tap.

## 1.6 The Cleaning Room

- From the cleaning room, you can get a bucket of soapy water and a cloth.
- In addition, there is a key on top of the paper dispenser. This can be used to open the paper roll, and you can get a roll “*Spæns*” from one of the open toilets if there is no roll in the bar. Remember to remove the blue piece of plastic at the end.

## 2 During the Bar Shift

During the shift there are various tasks that need to be completed.

Remember to wash or sanitize your hands several times during the bar shift (alcohol is available at the bar).

### 2.1 Sale of Goods

Various products will be sold.

- The price can be found in the *Zettle* app. If it cannot be found here, then try scanning the barcode on the item, or ask a board member.
- We accept cash, credit cards (Dankort, VISA, MasterCard etc.), and “on the list”.
  - Remember to check that the payment was approved.
  - The lowest amount you can pay is 10 kr..
- Payments on the *Tab* are for people who have created an account (“tab”) at Fredagscaféen. Read the corresponding [guide](#) to the Tab.
- Cups and jugs from customers must not be refilled, as we cannot guarantee that they are clean. Therefore, fill a new one instead and put the others to wash.
- When selling bottles, they must be opened immediately.

Remember, we are NOT allowed to sell alcohol to children under 18. It happens rarely, but if you have the slightest doubt, ask for ID. They must be able to show valid photo ID, and it is better to ask once too much than once too little.

### 2.2 Refill

During the bar shift, we have to make sure that we have something to sell. Therefore, the refrigerators have to be filled up along the way if they are running low. If there is a certain beer that is popular, customers will be happy if it is available in the refrigerator and not just sitting out in the warehouse. Similarly, new supplies of kegs often have to be picked up during the bar shift.

Use the same principle as with toilet rolls: Get some new ones while you still have one left.

## 2.3 Dinner

..... REMEMBER RECEIPT! .....

At some point there will also be some food on board. Together you choose a place (typically in Storcenter Nord) where you would like to get food from. The amount per person should be a maximum of 70kr. This fits in with, among other things:

- A sandwich from Anettes Sandwich
- A roll, pita or bowl from Pita Planet
- A falafel roll from Rulle Far
- Four cheeseburgers from Carls
- Salad or sandwich from DatKant

If the amount is over 70 kr., you pay the difference yourself. That is, if you buy dinner for 90 kr., you pay 20 kr. at the bar., and this is noted on the receipt. It is typically easiest to agree on one place to shop at, but it is up to those on duty.

Once you have chosen where to buy, you choose one person to note the others' preferences, and go off and buy it. You must remember to bring contacts from *cash register* to pay for the food. Change and receipt are then placed back in the cash register.

..... REMEMBER RECEIPT! .....

## 2.4 Pant

There are different kinds of *pant*, and it needs to be sorted.

**Cans** All cans, whether regular or special beer/soda, must be placed in the large white deposit box.

**Regular beer bottles** Sportcola, Tuborg, Top, etc. must be placed in a regular beer box.

**Hancock soda bottles** Hancock soda must be placed in their own light green boxes. These can be found in the wooden cage.

**Regular bottled soda** Regular bottled soda, such as Schweppes, must be placed in a red soda box. If you don't have one, you can use a regular beer box as a last resort, and later place it correctly in the Wooden Cage.

**Other glass bottles with deposit** These must be placed in a transparent deposit plastic bag: These are usually on top of the cooling system in the bar. If not, there are several in the Wooden Cage.

- These bags should only be filled to the point where they can still be carried, and transported to the underground parking garage, without tipping over or breaking.
- After the bar guard, the bags are emptied into the gray deposit container in the underground parking garage.

**Other** Items that do not belong to any of the above categories should be placed in the glass container in the underground parking garage, and collected in a black garbage bag by the bar. This applies, for example, to liquor bottles.

If the deposit box becomes full, it must be emptied and a new bag put in. The filled bag is transported to the Wooden Cage and closed with a strip.

## 2.5 Other

Bartenders get, in addition to dinner, a bag of chips, and free soda during their bar shift.

We rent out various board games/dice/playing cards/ping pong balls/pool. Require an ID (usually a student card) as a deposit for ping pong balls and pool, so we are sure to get these back. There is a box in the bar to store these IDs.

It is possible to play music during the bar shift, by using the jack in one of the posts, connected to the iPad on the bar. To do this, you first need a bar key for the lock on the post, to turn on the speakers. Spotify is installed on the iPad, so it's just a matter of choosing something to play. The bartenders are the DJs, so it is up to them whether drunk customers are allowed to put music in line, etc. Please wait to turn on the music until after 5 PM, so that students have the opportunity to study in Nygaard in the afternoon.

Remember to clear the tables of trash and empty bottles along the way so that new customers can come.

The bell is usually rung *last round* about fifteen minutes before the bar closes (i.e. at 9:45 PM). There is a large and beautiful bell that the lucky bartender is allowed to ring.

At 10:00 PM we play “sod off”-music and no more sales are made.

## 3 After the Bar Shift

After the bar shift, two main things need to happen: The space needs to be cleared and the cleaning needs to be done.

### 3.1 Cleanup and Shutdown

- Put things back where they came from (see section 1).
- Remember to power up the refrigerators Behind the Grille, but disconnect the refrigerators in the Bar Area. The refrigerators in the Bar Area must be left ajar, by inserting a wooden block in the gap when the refrigerators are locked again.
- Remember to connect the bar to the timer behind the grill so that it is ready for the next bar shift.
- Boxes with empty bottles must go into the Wooden Cage in Hopper -1.
- Deposit bottles must go into the deposit bin in the parking garage.
- Regular glass bottles without a deposit must be sorted into glass waste in the parking garage.
- The speakers are turned off with the lock on the post so that it does not buzz.

### 3.2 Cleaning

The purpose of the cleaning is to make it look neat, roughly as if there had been no Friday bar, but just “normal” use of the premises. There is a cleaning cart in the cleaning room opposite the disabled toilets in Nygaard, and you need a bar key to lock yourself in.

Here is a list of the different things that need to be cleaned:

- Collect deposits and garbage. Empty the bottom slats into a slat bucket.
- The tables must be wiped down with soapy water.
  - This applies to the tables the customers have been sitting at, the two high tables in the bar, the liquor cart and the bar itself.
- The system must be flushed through. See this [guide](#) for more details. Remember to turn off the gas afterwards.
- The spill tray under the taps must be washed and wiped down.
- The floor must be swept and washed.
  - Here you just need to focus on stains from things that have been spilled: Therefore, you usually don’t need to wash the entire floor.



- However, it is important to remove beer stains, as they can become very sticky. Things like beer pong tend to generate such stains.
- It is also a good idea to wash the standing mat that has been behind the bar.
- Wash the bottle stoppers with soapy water and wipe them with a rag.
- Wash bottle openers that are damp.
- The trash cans in the Nygaard basement must be emptied and replaced with new trash bags.
- The toilets:
  - Check that they have been flushed out and any disgusting situations are cleaned.
  - Wash the floor if necessary, and put paper on the floor in the trash can.
  - Empty the trash cans and put new bags in.
- Outside:
  - Check that there are no bottles or similar on the main staircase, where smokers usually sit.

### 3.3 Rounding Off

When you think you're done, the bartender in charge goes through the closing checklist, which is on the bar. Here you say "yes" if you've done what's being read out, and it's here that you make sure everything's done. Finally, the bartender in charge thanks you and you're free to leave.

## 4 Troubleshooting

### The draft beer is foaming

- Make sure the gas is turned on enough.
- If the system is not cold enough (for example, if it was not connected before the bar started), you can try to give it a break of about an hour so that it can cool down.
- It could be a bad keg. Try replacing it with a different one.

### There's hardly any draft beer coming out of the tap

- Check that the keg is not empty. If it is, put a new one on.
  - Lift the handle up.
  - Turn counterclockwise.
  - Put the handle on a new keg.
  - Turn clockwise and make sure it is not crooked.
  - Press the handle down.
- Check that the coupling/handle is properly seated on the keg.
- Check that the *quickconnect* is connected correctly.
- Check that the gas is turned on.
- Check that the gas is not empty. There are some pressure gauges under the bar. There is more gas in the parking garage. Since it is rare to change gas, it would be helpful to point out that more needs to be purchased: Please send an email to [beer@fredagscafeen.dk](mailto:beer@fredagscafeen.dk).

### There has been an accident/power outage/.../the world is ending

- There is a notice hanging by the bar that describes who (operations/police/fire department etc.) to contact in different situations, and how they can be contacted.
- In the event of an evacuation, the responsible bartender should know the emergency exits. There is a map with these (in several places) in the Nygaard basement.

If you are in a situation that is not mentioned here, you are very welcome to send an email to [web@fredagscafeen.dk](mailto:web@fredagscafeen.dk), or make a pull request on [GitHub](#) with the situation you need described. This will help the guide improve.

## 5 Meta

A bar plan is created at regular intervals, which can be viewed at <https://fredagscafeen.dk/barplan/>. In addition, you can also get an iCalendar (.ics) file with your bar shifts at <https://fredagscafeen.dk/barplan/shifts/<yourUsernameHere>.ics>.

The format is four names, for example “housa + brinck + gitte + jens3694”. Here, the bartenders *housa*, *brinck*, *gitte* and *jens3694* are bartenders, and since *housa* is the first on the list, she is the one responsible for this day.

Only bartenders at the *water truck* are set as responsible for a shift. The van is for board members and other “experienced” bartenders. As the name suggests, it implies among other things, that you must have a blood alcohol content of less than 0.5.

If you have been given a shift at a time that you cannot, you can try to get it swapped. Start by freeing up the shift on the bar schedule, and then send an email to [alle@fredagscafeen.dk](mailto:alle@fredagscafeen.dk) and ask if there is anyone who can take it, or would like to swap.

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