

Date

Mediamatic ETEN opening list

name:

Good morning!

Please perform all the tasks on this list. If you need help please ask for it, instead of not doing it.

- Make sure you locked the sliding doors behind you
- Get the ETEN keys out of the locker (press the code and turn the lever to open, press ON and turn it back to close.)
- Leave your personal things in the dry storage.
- Take two clean towels, two cloths and a apron from dry storage to the bar.
- Remove ashes from the Rocketstove and Pizzaoven, and bring the ash to the compostpile in the garden. Heatup the cleaned out rocketstove and Pizzaoven. (Only when the weather asks for a heating system!!)
- Make a round through and around the building, check if everything is tidy, and ready to receive customers, all the tables need to be clean and in position.
- Take the cash box, the Ipads and laptop to the bar.
- Count the money in the cash box and fill in the form.
- Install the Ipads and make sure they are connected to the right pin machine. Ipad code: 0000, open stager to see what's happening today
- Bring out the left over glass from last night.
- Open the restaurant doors on the left and right.
- Put min. 3 parasols outside (also in cloudy weather, they show people we're open!) If it's windy, keep them closed.
- Put clean ashtrays on the tables.
- Turn on the party lights / bar lights / heackelroom lights. (especially important on dark days.)
- Put on some music in Spotify (stichtingmediamatic / 3T3N)
- Assemble and fill the cleaning sink, only use the beer cleaning liquid, no washing up liquid.
- Start the washinmachine by putting the plug in and press the upper right button, it takes 30 minutes to heat up and then it's ready to use. Coffee cups should be pre rinsed before putting them in the washingmachine.
- Check for food fridge k9. There should be containers with 3 types of hummus, and pie of the da. Extra stock in k2. Also empty check v4 in storage. Check breadbox for fresh bread. Empty, check v4. Check if you have enough oatmilk, soy milk etc.
- Put the day menu's (pizza or menuday?) and What's On flyers on the tables.
- Reposition and clean tables if necessary. Repositioning means the tables should be one menu holder apart from eachother and four tiles between all the tables. The tables should all be positioned as straight as possible and with the twistable ends of the feet you can make sure they're not wobbly.

- Put the the ice cubes out of the icecube trays into the containers in the top of v5 and refill the trays, two trays with rose petals and the others without.
- Check next to the washingmachine if there is Laundry to be done
- Clean and refill the candle holderds
- Polish the cutlery using a towel, hot water and a splash of spiritus. Pay extra attention to the knives and sort the cutlery by big and small. If you can't find any dirty cutlery behind the bar check the kitchen.
- Clean the flyer station on the left side of the bar. Make sure all the mediamatic flyers are clearly visible, not overlapping etc.
- Fold napkins
- Refill the free postcards
- Restock the bar if necessary. Stock is in the small storage.
- Sweep the floor of the terrace make sure there are no cigarette buds on the floor.

! If you need any help on weekdays call 153/154 (office). But preferably call the barmanager.

! In case of emergency dial 112

! Keep the bar clean and organized!

! Please leave important remarks on the back of the closing form.

! Check all the food before serving.

Answers to all questions about how to make drinks, deal with calls, delivery's and discounts are in the barmanual.

Mediamatic ETEN 16:00 Checklist

name:

Good afternoon!

Please perform all the tasks on this list before 17:00.

- Make a round through and around the building, check if everything is tidy, and ready to receive customers, all the tables need to be clean and in position.
- Check if all the day tasks are done.
- Count the money in the cash box and fill in the form, if there is a cash difference compared to Nappkin find out why and write it on the form.
- Check the reservations in Seatme (log in: Mediamaticicevents, password: qUNtbFLn). Create reservation signs and put them on the table, make sure the tables are set with clean water and wine glasses and cutlery.
- Check Stager so you know which events are going on today.
- Check Schedule, if there is a standby shift on the schedule than let him or her know if you need assistance.

Notes

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