

# Rules of Conduct

SCROLLBAR LOVES YOU, LOVE SCROLLBAR BACK <3

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## WHEN ON DUTY:

- **Smile** and the world smiles back
- **Be on time** for your shift - always let the anchor know directly if you are late
- **Approach** the guests
- **Don't get too drunk** when on shift or about to start a shift
- **Don't bring food / use cell phones** behind the bar
- **Don't argue** with fellow tenders behind the bar
- **Communicate** with your fellow tenders
- **Clean up after yourself** during your shift
- **Accept the tasks** given by the anchor and **follow them thoroughly**
- **Everyone has to eat** - make sure that everyone has the chance
- **Respect the work** of the members that spend subsequent days dealing with the remnants of a friday bar (make it easy for the purchaser to count the kegs, help maintenance handle refund correctly, make it easy for the treasurer manage the finances, etc.)
- **Guests first**, socialize later
- **Respect the ITU alcohol policy!** Don't bring alcohol outside ScrollBar before opening hours
- **Have Fun!!!** Positive energy behind the bar makes it fun for both the tenders and the guests
- **Wash your hands** regularly
- **Don't sit** on the bar
- **No shoes** on the bar
- **No bar equipment in the sink**, wash it and put it the right place
- **Clean the tables** regularly
- **Wipe down the bar** often to make sure all surfaces are dry
- **As a part of the closing team, you're expected** to help out doing the final clean up until done.
- **Remember to remove the card-terminals** from the bar, when the purchase has been completed.

## WHEN NOT ON DUTY:

- **You have to help out** if you are in the bar before and after opening hours
- **Ask the anchor** if you want to help out when not on shift

## IT'S OKAY TO RELAX, BUT REMEMBER..

- If you're active during the opening hours, the closing will be much easier
- **There's always something to be done** if in doubt ask the anchor
  - Check for and wash glasses regularly
  - Clean/sort the back area
  - Clean/sort the kitchen
  - Clear the bar tables

## CONFUSED?

- **Always ask the anchor** when in doubt.