



## BAR CONTROL

A check list and stock taking reports for bar control in golf clubs

*(reviewed September 2011)*

### Bar Control Check List

1. Treat the bar as if it was being run with your own money.
2. You may like your staff - that does not mean to say that you should trust them!
3. Ensure records are kept for:
  - ✂ Takings + or - against the till reading
  - ✂ Deliveries
  - ✂ Staff drinks
  - ✂ Check the till float at least once per week
  - ✂ Ensure the till is emptied at night, the drawer is left open and takings are placed in the safe
4. A PLU till is a major advantage in stock control.
5. Ensure:
  - ✂ All deliveries are checked in
  - ✂ Shortages/returns are recorded on the delivery note with an agreed figure for empty containers
  - ✂ You never leave a drayman alone in your stock room
6. Check the total value of stock holdings viz. future day sales.  
Question whether they are too high or too low.
7. Do not read "consumption" as "sales"!
8. Real Ale:
  - ✂ Rest for at least 3 days after delivery
  - ✂ Sell within 5 days of tapping

9. Remember "clean pipes" cut down on draught beer wastage.
10. Wastage: Draught beer normal allowance 1-3.5% of volume.
11. As a rule of thumb 80% of your bar profit will be produced by 20% of the lines stocked.
12. Remember many of the items stocked in your bar will carry a "Sell by" date.
13. You are required by Law to display a price list.

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