# **BEVERAGE CART**

Our family of Clubs is committed to providing a leading quality golf experience to players of all ages and abilities by enhancing their enjoyment of the great game of golf.

Policies & Procedures Manual

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# **INTRODUCTION**

# Purpose

The purpose of this Beverage Cart Manual is to enhance the Customer's experience with *Competent* service and a positive *Culture* that upholds a level of professionalism that equals the product being delivered across all mediums.

Proper knowledge and skills enables individuals in all roles to effectively serve the customer in a competent manner. While positive attitudes and habits enhance the customers experience by creating a service orientated culture.

It is the intent and goal of Larkin / Stonebridge / Edgewater Golf Club to be operated in a professional, productive and efficient manner. This Policy and Procedures Manual provides direction and pertinent information for Snack Shack Operations.

All matters pertaining to the operation shall be directed to the Golf Operations Director. The creation or approval of any policy must be presented to the Board of Directors via the Golf Operations Director. No policy or procedure is valid until LGC Board of Directors approve and Policy and Procedure Manual has been updated.

#### Aim

The aim of this Policy and Procedure document is to provide management with consistent operational details, in order to implement a structured and clear plan and to promote good communication through all mediums.

#### Mission Statement

Our family of Clubs is committed to providing a leading quality golf experience to players of all ages and abilities by enhancing their enjoyment of the great game of golf.

#### To fulfill this mission, we collectively adopt the following goals:

- 1. Every guest experiencing our facilities will be welcomed with a sincere greeting and treated in this manner while on the property.
- 2. Every staff member on our team will work in a proactive manner to adapt to all of our guests needs.
- **3.** Every guest will be genuinely thanked for their business upon completion of their visit and encouraged to visit us again.
- **4.** Larkin / Stonebridge / Edgewater Golf Club will provide superior playing conditions with the highest environmental respect to the entire property.

## **Service Values of the Larkin / Stonebridge / Edgewater Golf Club Team:**

- To treat each and every guest in a friendly, accommodating and respectful manner.
- To create a positive work environment that thrives on teamwork.
- To sustain a consistent and friendly atmosphere to meet the needs of our guests.
- To keep an open mind and be willing to learn and grow.
- To constantly seek opportunities to improve the Larkin / Stonebridge / Edgewater experience.
- To take pride in your professional appearance, language and behavior.
- To take on responsibility to provide uncompromising levels of cleanliness to create a superior image and safe workplace.







# BEVERAGE CART ATTENDANT POSITION GUIDE

#### **Mission Statement:**

To be committed to providing a leading quality golf experience to players of all ages and abilities by enhancing their enjoyment of the great game of golf.

## Role:

### 1. Purpose

- To deliver professional and first class drink service on course.
- To keep a clean, attractive looking and properly maintained beverage cart.
- To stock and inventory cart with each shift as directed.
- To ensure correct transactions.
- To keep all monies/charges secure.
- To practice safety and courtesy at all times.
- To keep the beverage cart clean.
- To promote the course at all times.
- To be properly groomed and attired at all times.
- To use **Competence (Knowledge/Skills)** and positive **Culture (Attitudes/Habits)** to enhance every guests enjoyment of the great game of golf.

## 2. Reporting

• The Beverage Cart Attendant would partner with the Assistant Food and Beverage Manager to provide a leading quality golf experience to players of all ages and abilities by enhancing their enjoyment of the great game of golf. Reports directly to the Assistant Food and Beverage Manager.

## Responsibilities:

#### 1. Maintain

- Beverage Cart
- Food and Beverage product and equipment

#### 2. Financial

- To operate in accordance with the financial standards and integrity.
- Collaborate with Food and Beverage Management to ensure beverage cart stays properly stocked with product.
- Report daily sales and ensure cash bank is properly accounted for.

## 3. Relations

Establish and maintain synergy with golf operations and grounds maintenance personnel

- High customer satisfaction measured by third party rating systems
- Awareness of amenity (golf course) value to community and guest
- Operate cart in a safe and courteous manner

## 4. Inspections/Evaluations

- Embrace weekly inspections that evaluate responsibilities and operational standards
- Expect action plans associated with deficiencies found during inspections
- Must possess a current state driver's license and must be of legal age to serve alcohol in the state that the club is located in.

# **Results/Accountability:**

- 1. Staff
  - Compliance with Policies and Procedures
  - Embrace and Encircle Mission Statement
- 2. Operations

**Acknowledgement & Acceptance** 

- Professional Appearance of Self, Clubhouse, Beverage Cart and Snack Shack
- Ensure safe environment for guests and team members

|                         | _    |                       |      |
|-------------------------|------|-----------------------|------|
| Beverage Cart Attendant | Date | Assistant F&B Manager | Date |
| Print                   |      | Print                 |      |

# **INVENTORY CONTROL & SALES PROCEDURE**

#### STOCKING & RESTOCKING

- A standard Starting Inventory (Par) is to be established for each item to be sold on the beverage cart.

  Adjustment to Par based on sales experience requires the approval of the Assistant F&B Manager. The revised Par is to be adjusted on the Beverage Cart Inventory Sheet.
- The Starting Inventory is to be issued to the Cart attendants by the Asst F&B Manager or the F&B attendant on staff each morning.
- The attached Beverage Cart Inventory Sheet is to be initialed upon issuance of the Starting Inventory (Par).
- Restocking the Beverage Cart
  - Additional inventory is to be issued to the Beverage cart attendants by the Asst F&B Manager or the F&B attendant on staff as inventory sells out.
  - The quantity for each restocked item is to be listed under *Restock #1* for the initial restocking and *Restock #2* for the second restocking.
  - Upon the issuance of each restocking, the Beverage Cart Inventory Sheet is to be initialed.

#### **SALES**

- At no time is the Beverage Cart Attendant to access the POS register drawer.
- Specify the Starting Cash Bank on the bottom of the Beverage Cart Sales Sheet.
- Each sale for the beverage cart is to be marked under *Count* on the *Beverage Cart Sales Sheet*. It is important that the beverage cart attendant take the time necessary to accurately update this report each time a sale is made!

## **END OF DAY PROCEDURE**

- Beverage Cart Inventory Sheet
  - o The cart attendant:
    - 1. Determines the *Total Issued* for each item by adding the *Starting Inventory*, *Restock #1* and *Restock #2*.
    - 2. Counts the quantity of each item being returned and list it under *Returned Inventory*.
    - 3. Determines the *Units Sold* by subtracting the *Total Issued* by *Returned Inventory*.
  - The Assistant F&B Manager or F&B Attendant is to verify the quantity being returned by physically recounting the ending inventory. Differences in counts are to be resolved and adjusted for the accurate quantity returned under the column *Returned Inventory*.
  - The Beverage Cart Inventory Sheet is to be also initialed for this inventory returned.

## • Beverage Cart Sales Sheet

- The cart attendant:
  - 1. Counts the actual cash collected and writes the amount on the *Ending Cash Bank* at the bottom of the *Beverage Cart Sales Sheet*
  - 2. Add up how many items were sold of each and place in *Units Sold* under each item.
  - 3. Multiply *Units Sold* times *Sales Price* to get *Total Sales* for each item.
  - 4. Add up all the Total Sales to determine \$ Total Purchases.
    - \$ TOTAL PURCHASES should be the difference between your STARTING CASH BANK and ENDING CASH BANK.
- The Assistant F&B Manager or F&B Attendant is to verify the cash count and sign the authorization form.
   Differences are to be followed up on and resolved immediately.

#### CLOSEOUT PROCEDURE

• The cart attendant submits the Beverage Cart Inventory Sheet and Sales Sheets to the Assistant F&B Manager to enter the sales into POS. The cart attendant is to return the Starting Bank and pay the full amount of the *Total Sales*, retaining any amount left over as a tip.

# **ESSENTIAL FUNCTIONS OF THE BEVERAGE CART ATTENDANT**

We can't say it enough; you are the front line of our golf operation, the eyes and ears of the course. By being customer-focused, you can and will make a difference in every customer's day. So thank you in advance for being such a special part of our Team!

We have broken down your job into seven (7) essential functions or sections. We will take them sequentially and as you will see, they flow into one another.

- 1. Proper Stocking and Presentation of the Beverage Cart:
  - The beverage cart is the "on course" refreshment center. It needs to look professional and it needs to have a selection of popular beverages and snacks requested most often by our golfers. Additionally, they need to be displayed in an appealing and appetizing way.
- Knowing Proper Golf Etiquette and How to Approach a Group:
   Your safety is of the utmost concern. Knowing how to approach golfers and knowing proper etiquette will keep you safe and the golfers happy too.
- 3. Providing Excellent Customer Service:
  - You hear about customer service every day and customer service is what sets us apart from our competition. There are many ways one can provide service. We will show you how to provide the best!
- Proper Transaction Handling:
   Getting the sale is great but what to do with it afterwards is just important.
- 5. Close Out Procedures:
  - You are back at the clubhouse at the end of your shift. What do you do with all of the tickets and money.
- 6. Beverage Cart Upkeep and Maintenance:
  - Part of your responsibility is maintenance of the vehicle. You need to be sure that it is operating properly. If you notice anything that seems to be broken or not working as it should, then it needs to be reported. There are a couple of practices and policies that will keep the cart in good working order.
- 7. Dealing With Service and Maintenance Issues and Customer Complaints:
  - We wanted you to be prepared for anything that might come your way including service problems, maintenance issues that may be brought to your attention etc.

# 1. Proper Stocking and Presentation of Beverage Cart

You are the person that is responsible for ensuring the cart is clean, that it is professional looking, and that it is properly stocked.

One of the first things that you will want to do when you clock in for your shift is to check your vehicle.

- 1. Do a visual check of the tires to be sure that they are properly inflated.
- 2. Check the battery level to make sure that it is fully charged. If gas powered, check the fuel level. It should be full just like the battery should be fully charged.
- 3. Check the windshield for any cracks or debris. Wipe down to ensure a clean view removing all dirt, bugs and other accumulated remains.
- 4. Does it need a quick hosing and wipe off?

## **Stocking the Cart**

You will need to mark down and keep track of every item during your shift as its protection and welfare is part of your job responsibility.

Doing an inventory of items before you start is a necessary step as you will again re-inventory the cart at the end of the day. The items sold along with the remaining items at the end of the day will add up to what your starting inventory is.

This starting inventory also includes any snacks, food items or sundries that you will be taking with you that is for sale.

In the back of this manual, you will find an inventory sheet that shows your starting inventory, the items sold and your ending inventory. Use this sheet to fill out each item under its proper category.

Organize the cart so that it will easy and efficient to use. Keep similar products in the same areas. For instance, you will want to put all of the soft drinks in one compartment, beer and water in another, etc. Try not to mix them and keep them separated if at all possible. Put your snacks together in one area, etc.

Don't forget about napkins, straws, cups, stir sticks, and condiments for sandwiches (individual packages of mustard, mayonnaise, salt and pepper). You may want to devise a little "caddy" to put these items in if you don't have a drawer or shelf for them.

If you have a menu board, this is the time to be sure that it is up to date with the products you have on board and that the prices are correct.

# 2. Knowing Proper Golf Etiquette and How to Approach a Group

Your safety and the safety of all our guests are of the utmost importance. Knowing how to approach golfers and knowing proper etiquette will keep everyone safe and happy.

Since our customers are also our guests, as you drive around every time you see anyone on the course, wave hello. This simple gesture will make our players feel welcome and will also let them know you are here to help them.

If you aren't a golfer, one thing that you need to know is that any type of movement or sound can be very distracting during play. Always stop the cart when someone is making a swing or putting as the noise and the visual movement may disturb the player.

It is very important to learn the flow of the golf course. Know your way around to learn the most efficient route so that you can reach the most people in the smallest amount of time.

You will ride the course backwards, to service the folks who have been out there the longest. You will go against play to reach the people who started first. Since you are driving the course backwards, you will be driving "into" the groups. Be aware of the flight of the golf ball at all times!!

# Approaching a Player or Group

PRACTICE SAFETY FIRST.

Visually locate all golfers. <u>Always approach them on the tee box or fairways, never the greens</u>. Otherwise you will slow pace of play.

Each golf cart holds two people so you can quickly assess how many players approximately by how many carts you see. You need to visually locate each golfer when you arrive upon a group. Determine who is next to play — that would be the player furthest from the hole if they aren't on the tee box.

If you hear the word "fore" yelled, be sure to turn away, tuck your body and cover your head and face as the errant ball is heading in your direction. Your windshield isn't shatterproof so don't depend on it though it will deflect a ball.

Remember that you are intruding upon play even if you are providing them with a service. A good beverage cart driver needs to be quiet and quick since this refreshment break is a disruption to play. It takes time to serve the group properly and it obviously adds to the time of the round effecting everyone on the course.

# First Time Approaching a Player or Group

The first time you come up to a group or an individual player is a great time to help them understand how much you care. Do this by saying, "Welcome to \_\_\_\_\_\_ Golf Club. My name is \_\_\_\_\_." Your welcome and introduction sets the stage for a welcoming experience.

They obviously will know what you are doing so pause for a moment and see if they would like to introduce themselves. If they do, try to remember at least one or two names.

Note: If the player(s) tells you their name(s) write them down on the ticket or some other place along with a shirt description so you can recall their names when you approach them again later in the round. Since everyone likes to hear their name, whenever possible, try to call the player(s) by name as it will make them feel special.

After you pause, say "The drinks are cold and ready to go. Would you prefer a water, power drink, soda or beer?"

At this point, they will tell you what they desire. Quickly and quietly (as someone may be hitting) fulfill the order and complete the transaction. Try not to spend too much time in conversation as more than likely there is another group of players right behind this group.

While you are filling their order, ask how their round is going and be sure that you are smiling the whole time.

Thank them sincerely and end with "Thank you. Please feel free to wave me down if you need anything. Play well today and thank you for playing \_\_\_\_\_\_ Golf Club."

When you leave, make sure that all has been secured and that no one is hitting. Wait to leave until the last person has hit or until you are sure that you don't or won't cause a distraction.

After you have cleared the area, mark the purchases in the SOLD column of your inventory checklist and secure the money and ticket.

# Time(s) to Approach a Player or Group

Imagine their delight if you have remembered their names and what they are drinking. You will be a big hit if you do and increase your tip accordingly.

By now you will have a feel for the group, for instance if they are drinkers or smokers. If they didn't purchase anything last visit, then they are more likely to this trip around.

Approach and pleasantly say, "You look like you all need some refreshments. There is a drink here with your name on it. What may I get you?"

Wait for a moment to see if they have any comments or requests.

Fulfill the request and complete the transaction again as quickly and as quietly as possible.

Wish them an enjoyable round and thank them again for playing your course. "Thank you. Please feel free to wave me down if you need anything. Play well today and thank you for playing Larkin Golf Club.

# 3. Providing Excellent Customer Service

Customer service is what sets us apart from our competition. As a beverage cart attendant, it will start with a first impression when you drive up. That means it starts with the way you look. That means showing up to work in a clean, pressed, uniform complete with name tag. It means being properly groomed with clean hair and a hairstyle (and color) that is complimentary to the person along with appropriate applied makeup (need I say for ladies). It means having clean shoes with neat and clean shoe laces (more than likely golf shoes or athletic shoes) tied.

Exude enthusiasm as you deliver service to our guests. Its power is contagious and will almost always cause your audience to respond favorably.

# 4. Proper Transaction Handling

Part of a great service is getting the transaction right the first time. That means presenting a bill for the correct amount to the guest, processing it and then ensuring that it gets to its final destination (the Point of Sale system and/or register) safely at the end of the day.

You will have a bank that you are responsible for. Bring a calculator to help with the calculations. You will be responsible for overages and deficits in your bank

Know the price of every item to speed up transactions. If you don't know the prices have a list with each item readily available. You might even have a menu board with everything along with its price listed.

Ask if it will be all on one ticket or are these separate purchases. Generally to speed things up, one person in the group will take care of the tab. (

Whether it is a charge or a cash purchase, you will have to fill out a ticket with each item and the amounts along with a total and applicable taxes if not included. This needs to be presented to the guest(s). They will look it over and give you their charge card to process or cash. For a charge, follow that procedure that you have been instructed on which may be nothing more than using the credit card embosser to get an imprint of the card or manually writing in the name of the cardholder along with the number and expiration date. Turn the card over and get the 3 number security code on the back. It usually appears as the last three numbers after the credit card number on front.

For a charge, be sure that they have signed the ticket and then give them a copy of the ticket. For a cash transaction, give them a copy of the ticket as a receipt.

The last thing you should do is thank them, wish them well and thank them for playing the course. "Thank you. Please feel free to wave me down if you need anything. Play well today and thank you for playing

If it is a cash transaction, you will be given cash after you have presented the ticket to the player. You will then need to make appropriate change. Never ask if they need change back. Let them offer if that is the case. Hand them back their change and thank them, wish them well, and thank them for playing the course.

After the transaction is completed:

- Mark down the purchases under ITEMS SOLD list (so they can be reconciled with your bank later and to make inventory and re-stocking easier).
- Make sure to put the money and/or charge tickets away in a secure, dry place before you start to drive off.
- Make sure that all has been secured and that no one is hitting as movement of the cart and the noise will distract a player hitting.

## 5. Close Out Procedures

- 1) The Assistant F&B Manager will count your inventory in.
- 2) Add up your total ending bank including all charge tickets and subtract from the starting bank that you began with. This should be the same amount as the total amount of purchases made.
- 3) To figure out your total amount of purchases made, take the total number of each item sold, multiply it by its price with tax included and sum all.
- 4) You should then follow your close out procedure and enter in each transaction into your POS (Point of Sale) system along with all money recorded.

5) You will then have to re-inventory the remaining contents of the beverage cart at the end of your shift. The remaining items count along with the items sold (using your ITEMS SOLD list) should add up to the beginning inventory count.

It is important that you be accurate as you are responsible for the items on the cart. They are not yours to give away or to lose as they have been entrusted to you and have a cash value.

# 6. Beverage Cart Upkeep and Maintenance

After the beverage cart is unloaded, getting rid of all of the ice in the compartments and opening the drains for the last bit of water to drain out. The compartments should be wiped down for any moisture so mold doesn't start to form in a humid climate. Use a rag with a mild disinfectant which will retard mold and mildew growth.

Pass the cart on to Outside Services so it can be cleaned, fuel replenished, fluid levels checked and maintained per the maintenance log requirements.

#### **Maintain Golf Cart Batteries**

Since electric golf carts are more commonly used on apartment properties than gas-driven ones, monthly battery maintenance is essential for extending battery life to its maximum (four to five years) and keeping costs in line (golf cart batteries can run upwards of \$800). There are two main areas of maintenance for golf cart batteries: adequate water levels and properly tightened connections.

When performing battery maintenance, always observe safety precautions and wear safety glasses and rubber gloves. When in doubt, contact an authorized golf cart dealership or qualified mechanic.

#### **Check the Water Levels**

Check water levels once per month and fill only with distilled water – add just enough water to cover the plates. However, Sappington says there is more to battery maintenance than just filling the reservoirs with water. An improper fill can result in severe damage.

Because the byproducts of the electrochemical reaction that charges the batter are sulfuric acid and hydrogen gas, a battery without water can start to smoke and catch fire. Or explode with the force of a hand grenade. All you want to do is cover the plates so you leave room for the gases to expand, If you fill it up to the top, the gases will try to escape, and then you have a mess.

## **Check the Connectors**

Check connectors for corrosion and to be sure they are tight. Also, make sure connections are free of dust and debris. Squirting a 50-50 solution of baking soda and water over battery connections minimizes corrosion and, along with properly tightened connections, ensures that the maximum available charge is drawn when plugged into an outlet.

## **Maintain Proper Air Pressure in the Tires**

Just like on regular cars and trucks, an under- or over-inflated tire can wear unevenly, as well as hinder the performance of your golf carts. The air pressure should be checked monthly and filled to the manufacturer's recommended specification, usually between 18-22 PSI.

## **Inspect the Brakes and Rear Differential**

Bad brakes can not only be expensive but endanger a property's staff and guests. About every six months, depending on use, the brakes should be cleaned and pads, drums, cables, and pedal adjusted. If the brake pedal is low and/or the brakes are squealing, get the golf cart checked out by a qualified technician. The oil level on the rear differential, which drives the golf cart, should be checked every 12 months. Puddles of oil under the golf cart could mean that the differential is leaking and should be repaired.

## **Keep Your Golf Carts Clean**

A clean, shiny golf cart not only makes a good impression with prospective residents but also helps ensure the life of the vehicle. Wash the exterior and also underneath, including behind each tire and wheel were muck and mud can collect. Also, clean off the battery compartment, ideally with air pressure. A water hose can be used but ensure that essential electrical components stay dry to avoid a short.

# 7. Dealing with Service and Customer Complaints

We want you prepared for anything that might come your way. The following advice will help the situation.

# Four Step Method (H.E.A.T.) for dealing with customer Complaints/issues if and when they arise

There will be occasions though when everything isn't perfect for our players or there is someone who isn't having the greatest day. Or there may be a real issue such as having problems with the group ahead. Since you will be the first one on sight and you represent the club, you will have to take some action.

# **Dealing with Service Issues**

Service issues can be anything from a customer waiting too long for a drink to a dog darting in and out of the fairway. As a Team member, you will need to resolve any type of service issue that one of our guests may have. You need to try to resolve it immediately, no matter how trivial the issue may seem. Here's how:

Let's use the example of a player telling you that he has been waiting forever for a drink and complains that the beverage cart hasn't been around all day. When he finishes telling you about the issue tell him, "I know it is hot out here. I'm sorry that you have had to wait so long. I am here now so let's get you something quickly. What would you like?"

Most times that approach will work because you listened, empathized, you sincerely apologized and now are taking corrective measures.

Here are a few guidelines for helping you with deal with customer complaints/issues:

You want to take the **HEAT:** 

- 1) **HEAR** what they say,
- 2) EMPATHIZE with them,
- 3) APOLOGIZE and then
- 4) TAKE action.

Most people just want to be heard so they sound off or vent a little. Listen to what they have to say, agree with them, apologize for what you can, then DO what you can for the situation.

If the person starts to escalate the conversation, tell them that you would be happy to report the issue to your supervisor so corrective action can be taken.

Now, show them how much you care by immediately reporting the issue to the Golf Shop in the presence of the customer.

# Dealing with a Player who has had Too Much to Drink

It is your job to monitor alcohol consumption and know when you need to stop serving a guest or group. Most know when to stop so this won't be an issue often and when someone in the group has consumed a little too much alcohol, generally someone in the group will come to the aid.

If you believe that a group has been drinking too much, then avoid the group and let your supervisor know immediately. They may complain about the service so you will want to let the golf shop know why you chose not to stop.

#### **OTHER ISSUES**

# Needing to take a restroom break on course

Go back to the clubhouse and park the cart in a secure location. Take your bank and transactions with you and lock as many compartments as possible.

# Daily Procedures for Beverage Cart Attendants

- 1. Be ready and clock in for shift on time.
  - Look neat and professional in clean uniform with name tag.
- 2. Check area where employee communications are kept for any updates, tournaments (golf shop) or course briefings that could affect your job.
- 3. Retrieve beverage cart from cart barn
- 4. Visually check beverage cart for any abnormalities (tires low, fuel low, windshield crack, etc...)
- 5. Clean Cart
  - Wash cart to remove dust and dirt.
  - Sanitize and wipe clean all coolers, shelves and containers
- 6. Gather inventory sheet, sales sheet and any other paperwork needed.
- 7. Assistant F&B Manager or opening F&B Attendant will pull beverage cart starting inventory
  - \* attendant logs item count on inventory sheet
- 8. After inventory is pulled, bev cart attendant loads cart per club procedures.
  - \* Place each item neatly in coolers / containers / shelves presentation is key!
  - \* After placing product in coolers, then fill with ice
- 9. Make sure all items are secure on cart
- 10. Restock cart as needed
- 11. Upon end of shift, the Assistant F&B Manager will re-inventory contents of cart and reconcile.
- 12. Enter all transactions into POS system and deposit tickets and bank.
- 13. Park cart and do close down procedures (including cleaning and maintenance log) of cart per club procedures. Be sure drains are open and water doesn't collect on floor.

## **Reminders:**

- 1. Have proper paperwork and necessary supplies (pens, clipboard, calculator, tickets, etc.)
- 2. Secure bank.
- 3. Check weather. Have necessary weather garments (wind breaker, rain coat, personal items)
- 4. Have walkie-talkie.

Write down any problems below and report them to the Golf Shop immediately. Capture any suggestions on how we can improve our service

| Signature: | Date: |
|------------|-------|
| Comments:  |       |
|            |       |
|            |       |

# **APPENDIX**

# **Beverage Cart Sales Sheet**

# LARKIN GOLF CLUB BEVERAGE CART SALES SHEET

| Name:                                                       |                |                |               | Start Time:                                      |                                                |
|-------------------------------------------------------------|----------------|----------------|---------------|--------------------------------------------------|------------------------------------------------|
| Day of the Wk:                                              |                | Date:          |               | End Time:                                        |                                                |
|                                                             |                |                |               |                                                  |                                                |
|                                                             | Count          | Units Sold     | Sales Price   | Total Sales                                      | Units Sold<br>Variance from<br>Inventory Sheet |
| Item                                                        |                |                |               |                                                  |                                                |
| Bud Lt                                                      |                |                |               |                                                  |                                                |
| Budweiser                                                   |                |                |               |                                                  |                                                |
| Miller Lt                                                   |                |                |               |                                                  |                                                |
| Michelob Ultra                                              |                |                |               |                                                  |                                                |
| Corona                                                      |                | 1              |               |                                                  |                                                |
| Coke                                                        |                | +              |               |                                                  |                                                |
| Diet Coke                                                   |                |                |               |                                                  |                                                |
| Sprite                                                      |                |                |               |                                                  |                                                |
| Bottled Water                                               |                |                |               |                                                  |                                                |
| Powerade                                                    |                |                |               |                                                  |                                                |
|                                                             |                |                |               |                                                  |                                                |
| Doritos - Cool Rch                                          |                |                |               |                                                  |                                                |
| Doritos - Nacho Chs<br>Lays Classic<br>Lays BBQ<br>Pretzels |                |                |               |                                                  |                                                |
| Lays Classic                                                |                |                |               |                                                  |                                                |
| Lays BBQ                                                    |                |                |               |                                                  |                                                |
| Pretzels                                                    |                |                |               |                                                  |                                                |
| Crackers                                                    |                |                |               |                                                  |                                                |
|                                                             |                |                |               | <del>                                     </del> |                                                |
| Nature VIIy Bar                                             |                | +              |               | <del>                                     </del> | +                                              |
| Honey Bun                                                   |                |                |               |                                                  |                                                |
| Slim Jim                                                    |                |                |               |                                                  |                                                |
| Peanuts                                                     |                |                |               |                                                  |                                                |
| Kit Kat                                                     |                |                |               |                                                  |                                                |
| Snickers                                                    |                |                |               |                                                  |                                                |
| 3 Musketeers                                                |                |                |               |                                                  |                                                |
|                                                             |                |                |               |                                                  |                                                |
|                                                             |                |                |               |                                                  |                                                |
|                                                             | <u> </u>       |                |               |                                                  |                                                |
|                                                             |                | \$ Tot         | tal Purchases |                                                  |                                                |
| ENDING CASH BAN                                             | IK \$ min      | us ( - ) START | ING CASH BA   | NK \$                                            | _                                              |
|                                                             | L PURCHASES \$ |                |               | ion:                                             |                                                |
| Comments / Requests / Pr                                    | oblems:        |                |               |                                                  |                                                |
|                                                             |                |                |               |                                                  |                                                |

# LARKIN GOLF CLUB BEVERAGE CART INVENTORY SHEET

| Name:                                                                             |                              |               |               | Date         |                       |            |
|-----------------------------------------------------------------------------------|------------------------------|---------------|---------------|--------------|-----------------------|------------|
| Charled Dr. ar-1-12                                                               |                              |               |               | 1            |                       |            |
| Checked By (Mgr Init)                                                             |                              |               |               | ]            |                       |            |
|                                                                                   | A                            | В             | С             | D            | Е                     | F          |
|                                                                                   | A                            | В             | C             | ь            | E                     | F          |
|                                                                                   |                              |               |               | = A+B+C      |                       | = D-E      |
|                                                                                   | Starting<br>Inventory<br>Par | Restock<br>#1 | Restock<br>#2 | Total Issued | Returned<br>Inventory | Units Sold |
|                                                                                   | (+)                          | (+)           | (+)           |              | (-)                   |            |
| Item<br>Bud Lt<br>Budweiser<br>Miller Lt                                          |                              |               |               |              |                       |            |
| Bud Lt                                                                            |                              |               |               |              |                       |            |
| Budweiser                                                                         |                              |               |               |              |                       |            |
| Miller Lt                                                                         |                              |               |               |              |                       |            |
| Michelob Ultra                                                                    |                              |               |               |              |                       |            |
| Corona                                                                            |                              |               |               |              |                       |            |
| Coke Diet Coke Sprite Bottled Water Powerade                                      |                              |               |               |              |                       |            |
| Diet Coke                                                                         |                              |               |               |              |                       |            |
| Sprite                                                                            |                              |               |               |              |                       |            |
| Bottled Water                                                                     |                              |               |               |              |                       |            |
| Powerade                                                                          |                              |               |               |              |                       |            |
|                                                                                   |                              |               |               |              |                       |            |
| Doritos - Cool Rch                                                                |                              |               |               |              |                       |            |
| Doritos - Cool Rch<br>Doritos - Nacho Chs<br>Lays Classic<br>Lays BBQ<br>Pretzels |                              |               |               |              |                       |            |
| Lays Classic                                                                      |                              |               |               |              |                       |            |
| Lays BBQ                                                                          |                              |               |               |              |                       |            |
| Pretzels                                                                          |                              |               |               |              |                       |            |
| Crackers                                                                          |                              |               |               |              |                       |            |
|                                                                                   |                              |               |               |              |                       |            |
| Nature VIIy Bar                                                                   |                              |               |               |              |                       |            |
| Honey Run                                                                         |                              |               |               |              |                       |            |
| Honey Bun<br>Slim Jim                                                             |                              |               |               |              |                       |            |
| Peanuts                                                                           |                              |               |               |              |                       |            |
| Kit Kat                                                                           |                              |               |               |              |                       |            |
| Snickers                                                                          |                              |               |               |              |                       |            |
| 3 Musketeers                                                                      |                              |               |               |              |                       |            |
|                                                                                   |                              |               |               |              |                       |            |
|                                                                                   |                              |               |               |              |                       |            |
|                                                                                   |                              |               |               |              |                       |            |
| Total Units Sold                                                                  |                              |               |               |              |                       |            |