

September Open Checklist

FIRST THINGS FIRST

All items can be found in the kitchen fridge upstairs.

- Turn on all lights with the buttons in the cocktailcorner. (See picture)
- Turn on the podium lights in the wood cupboard to the left of the podium (button nr. 01)
- Put on some nice muziekjes for yourself
- Garbage bags in all 3 bins (Cocktail corner, wash basin and coffee corner)
- Fill the wash basin with the aquafox soap dispenser and throw in a microfiber rag.
- Check reservations
- Check if you have enough of the following items
- Oranges
- Limes
- Lemons
- Ginger
- Mint
- Whipped cream
- Cow's milk

All items can be found in the basement of the Zwarte Ruiter

- Oat milk
- Chocolate milk

Inside

Up- and downstairs

- Check off the following list downstairs first, then when you go upstairs to get fruit etc. Take everything you need with you to do the same upstairs.
- Open both curtains
- Chairs and tables positioned correctly and clean
- Electric candlelights on tables
- Menus, lights and plants on tables neatly organised
- At least one coaster for every seat at the table.
- No mess on the floor

Coffee corner

- Put the wooden tray with all coffee stuff on the bar

- Make sure there's grey baskets in both drawers (one for dirty coffee dishes and one for food dishes for the kitchen)
- Turn on the grinders and puc press.

Check if you have enough of the following items. Most can be found in our own storage in the back

- Sugar (storage)
- Milk cups (storage)
- Sweeteners (storage)
- Coffee beans (storage)
- Decaf coffee (storage)
- Coffee- and teaspoons (storage or Hoender office)
- Cookies (Hoender upstairs)
- Honey (Hoender)
- Tea bags (Ruiter office)
- Marshmallows (Ruiter office)

Coffee Preparations

- Hang a red towel off the coffee disposal, put a damp microfiber rag around the steam wands and put one microfiber next to the machine to clean the area during use.
- Take out the pistons and let the machine run through once (double espresso button) to get rid of any soap residue from the cleaning process.
- Put the pistons back and let it run once more.

Bar

- Fill a wine cooler with ice and put one container of each fruit on the bar (next to the Grolsch tap)
- Take all bar chairs off of the bar
- Put bar mats on the bar and light the candles
- Check the refills (just to be sure)
- Light the candles between the bottles behind the bar
- Let each beer- and winetap run for a few seconds
- Fill a wine cooler with ice and put one container of each fruit on the bar (next to the Grolsch tap)

- Fill the beer knife containers with water
- Ask the Zwarte Ruiter for some fresh orange juice
- Remove all rubber bottle caps
- Grab the register (and change basket) from the safe in the back and unlock the pin machines
- Start up the dishwasher and put in on the 'Intensief' program

Cocktail area

- Get ice from the Hoender ice machine upstairs and fill the ice tray in the corner
- Cut fruit (2x orange slices, 2x lemon slices and 2x lime wedges)
- Make sure you have straws, skewers and garnishes (coffee beans, cloves and mint)
- Fill up the espresso bottle (ask the Ruiter for coffee or make fresh espresso)
- Remove all rubber bottle caps

Outside (around 15.45 onwards during the week, 11.45 in the weekend)

- Hang the signs and put out the big sign
- Remove all the Hoender & Hop menus from our tables and put them in their grey baskets
- Make sure the tables are cleaned and in the right place (see layout in the register)
- Make sure every table has coasters and a menu
- Put the basket with our menus outside on the unit
- Put the ashtrays on the unit