



Bartender's Guide to the Universe

Guidelines for the Vintner and Bar Management

The bylaws provide for the board position of Vintner who will be responsible for wine selection and service, in coordination with the host cook(s), as well as management and coordination of the bar and bartenders. Bartending duties follow the host cook schedule. Members will be asked to bartend the month before they are scheduled to cook. The duty on the months prior to Ladies' Night (July and December), goes to one of the host cooks from that team.

Budget and Purchasing

The Vintner will establish accounts with the advice and consent of the Treasurer. The budget for alcohol purchases (bar and wine) per regular meal is an average \$500 as of 2021 and is periodically adjusted by the board.

Currently, we have an account at Grapes and Grain Gourmet for wine and beer purchases under the name of Harpers Ferry Cooking Club — Neal Barkus, Treasurer. Selections can be purchased elsewhere as WV distributors are sometimes limited but expenditures will have to be reimbursed. Vintner will be responsible for purchases and restocking the bar, expenses to be reimbursed.

Storage

Liquor and nonperishable mixers are kept in the rolling metal cart, built by former member John Metzbower, and stored next to the hot water heater in the storage closet of Trinity Episcopal Church Fellowship Hall. There are two combination locks, both codes are **1492**. Mixers are currently stored on the lower level of the cabinet. Liquor is stored in the top section in two trays. (Some bottles will interfere with the lid closing, so will need to be arranged accordingly). For convenience, the cart should be moved to bar location for setup and pushed to the side wall for convenience of reloading the cart after the meal.

Monthly Meeting: Recommended Procedures for Duty Bartender

(Setup arrangement is at bartender's discretion, but these are recommended guidelines)

1. Setup long rectangular table against front wall to left of kitchen, cover with white rectangular table cloth. Table placement for Ladies Nights will vary at the discretion of hosts.
2. Unload cart with a selection of liquor and arrange, by type, in a semi-circle around the center section of the table, your featured liquors in the center or set out a bit in front. *See attached images*. There are some bottles that are overstocked or never used and should not be set out.
3. Mixers can be arranged in a line-up on the right side of the center arrangement.
4. Glasses and a beer/wine bucket are arranged on the left end. Provide a mix of glasses including: high ball, old fashion, and a couple of wine and beer glasses, enough for 32.
5. Fill beer bucket with enough ice to chill assortment of beer and one bottle of white wine. Assorted beers and white wine will be pre-chilled by the bartender.
6. Place a **plain white dish towel** in the center section for drink preparation area.
7. Set small plate for **lemons and limes** with knife. Pre-slice lime wedges.
8. Place **carafe with untreated water** from tap (right faucet) in the upper right corner of the mixing area.
9. Provide one or two mixing spoons

10. Condiments as requested are kept in the refrigerator: **cherries, olives, onions, bitters** (these can be placed next to mixers at the bartender's option depending on specialty drinks or by request)
11. IMP: Periodically monitor the bar during the cocktail hour to keep bottles and mixing area organized and attractive.
12. At the conclusion of the meal, reload cart with remaining stock. Discard or distribute partially used mixers or remaining opened wine to host cook or worthy recipient. These will not keep.
13. Return cart to storage location.
14. Since the bartender will be the host cook the following month, he should gather linens at take home for laundering.
15. Bartender should tally any receipts and give to Treasurer for reimbursement, see purchase list below.



Purchases for the meal (monthly bartender):

- 2 - 20 lbs bags of ice or 4 - 10 lbs bags (suggest using a cooler, vintner can provide if needed)
- 4 - limes
- 1 - lemon
- 5 - bottles San Pellegrino (one bottle to be placed on each table)

Inventory of mixers, beer assortment, and liquor assessed at setup. The Vintner, or assign, will make a run to grocery store and liquor store for missing elements.

Vintner will periodically stock up on bulk items and work with Host Cook for wine pairing, any specialty drinks and beer preferences, if any.

Thank you for your service.

Bill Howard
Vintner
wrhoward@me.com

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