DOOR PERSON – DUTIES & CHECKLISTS

Staff Duties & Checklists · https://roundupsaloon.com/docs/door-person-duties-checklists/

POSITION Description

The job of a door person is to greet guests and facilitate proper entry/exit. Approach all duties with safety and courtesy in mind. Manager may assign additional event set-up/break-down tasks.

Duties While Open

- Validate ID’s upon entry. Communicate issues to other door staff.
- Check inside bags for weapons and contraband; no large bags of any kind.
- No containers in or out of the building.
- Properly ring cover charge in register, provide handstamps, accurately record headcounts.
- Keep front foyer and rear entryway clear.
- Keep radios on until the end of the night when released by MOD.

After-Close Checklist - FRONT DOOR

1. Turn on all work lights on front panel. Prop open front restroom doors.
2. Assist customers in exiting. **Stay at front door until given the all clear.**
3. Bus & pull trash address any cleaning issues in 3 customer restrooms.
4. Bus & pull trash in Parlor. Sweep floors of debris & trash.
5. Replace & tie liners in all trash cans.
6. Assist in breaking down and condensing boxes from the juice room and liquor closet.
7. One of the front/back door people must sweep the rear parking lot area & pull exterior trash.

After-Close Checklist - BACK DOOR

1. Turn on work lights for loft. Release crash bar to prevent re-entry through back door.

2. Assist customers in exiting. **Stay at back door until given the all clear.**
3. Pull trash from the two employee restrooms and office.
4. Entire patio: bus & pull trash, dump ash trays and take to window, sweep up any debris including cigarette butts
5. Close bus window security flaps
6. Replace & tie liners in all trash cans - return trash cans to proper location per the ***Round-Up Trash Can Map***.
7. Assist in breaking down and condensing boxes from the juice room and liquor closet.
8. One of the front/back door people must sweep the rear parking lot area & pull ext trash.
9. Wait until released by MOD before clocking out and leaving the building.