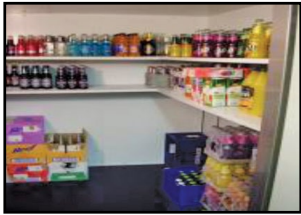


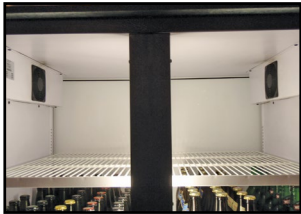
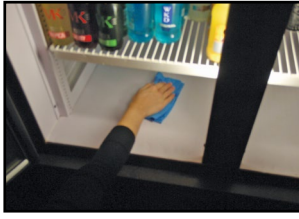

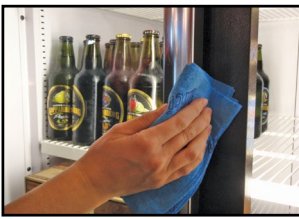
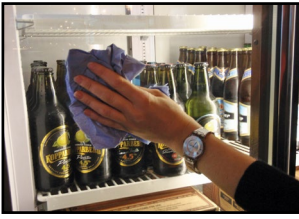
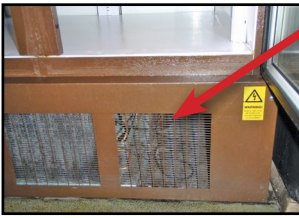




Cloth	Blue
PPE	N/A
Chemicals	• Sanitiser • Glass cleaner
Reference	• Safety policies • Risk assessment manual • COSHH manual • DMLB • Marketing Brief • Fridge Plans (000_Weekly_Reporting) • SOP B0006 - Handling and storage of glassware • SOP C0002 - Manual handling in the cellar • SOP OF0009 - Use and cleaning of mops • SOP OF0030 - Recycling procedures • SOP OF0087 - Logging and reviewing APOS wastage • SOP OF0173 - Creating fixed liquor stock holding levels on Aztec
Equipment	• Blue handled mop and bucket • Vacuum cleaner • Hand brush • Thermometer

Step 1		<ul style="list-style-type: none"> • Where a walk-in cooler or cold room is available, ensure this is switched on and in use at all times. • With the exception of soft drink mixers e.g. tonic water, sufficient stock of all bottles and cans must be held in a walk-in cooler or cold room. Where a walk-in cooler or cold room is not available, and if space permits, bottles and cans must be stored in the beer cellar. • Where space is limited, prioritise storing high volume lines in the walk-in cooler or cold room. • Following every delivery ensure all stock is rotated in date order. • Store products by category e.g. bottled beers together. • Only have one box opened at any one time. • Remove all empty packaging. Refer to SOP OF0030 - Recycling procedures. • During service, stock up the bottle cabinets with chilled products from the walk-in cooler or cold room.
Step 2		<p>To ensure cold bottles and cans:</p> <ul style="list-style-type: none"> • Bottle cabinets must be fully stocked up at the end of night close down. Refer to Fridge Plans. • Refer to SOP OF0173 - Creating fixed liquor stock holding levels on Aztec to ensure that sufficient stock is always available. • During service, load pre-chilled bottles and cans where possible. • Check fridge seals are intact. • Ensure that there is a thermometer in each fridge. • Pre-opening temperatures must be between +1°C and +4°C. • If the temperature exceeds +5°C place a call out via the property maintenance system. • All stock must be rotated in date order when bottling up.
Step 3		<ul style="list-style-type: none"> • Check the condition of bottle cabinets prior to cleaning. • Where there are damaged light fittings or exposed wiring, cleaning must not commence. Switch the bottle cabinet off immediately and report it to the Duty Manager. • All bottle cabinets must be cleaned once a week. • Glass panels must be cleaned daily with glass cleaner.
Step 4		<ul style="list-style-type: none"> • Remove bottles from shelving one level at a time, working top to bottom. • Ensure stock removed during cleaning does not create a trip hazard. If required, use a suitable container, e.g. blue skip, to move the stock. Do not over fill the container, and ensure the load is stable. • Using a clean blue cloth and sanitiser, clean shelving and internal back and sides of the cabinet. • Replace bottles. • Repeat for each level of the cabinet.

Step 5		<ul style="list-style-type: none"> • Remove any stock from the base and clean. • Check the excess water drain is unblocked. • Where milk is stored in the base of the bottle cabinet, wipe clean daily using a blue cloth sprayed with sanitiser.
Step 6		<ul style="list-style-type: none"> • Ensure stock is returned to its original position in line with the Marketing brief and fridge plans. • Check all products are date rotated.
Step 7	 	<ul style="list-style-type: none"> • Using blue roll and glass cleaner, clean all glass panels inside and out. • Using a clean blue cloth and sanitiser, clean all door frames, handles, ledges and seals. • Check for any debris in the surrounding area and clean if necessary.
Step 8		<ul style="list-style-type: none"> • Clean the cabinet filters on a weekly basis. • Brush out with a hand brush or vacuum to remove all dust build up.
Step 9		<ul style="list-style-type: none"> • Sweep and mop the floor of the walk-in cooler or cold room on a weekly basis. Allow to air dry. • Using a blue cloth and sanitiser, clean the shelving on a weekly basis.
Step 10		<p>If a bottle cabinet breaks down:</p> <ul style="list-style-type: none"> • Report maintenance issues via the property maintenance system immediately. • Move the majority of the stock to an alternative bottle cabinet or walk-in cooler. • Keep one front facing row of each product in the bottle cabinet to continue to display the products. • Ensure employees are briefed not to use the broken bottle cabinet. • For peak service, bottles can be decanted from boxes and stored in a clean blue bottle skip containing ice. This ice must not be used in drinks. • Ensure all spillages are cleaned up immediately. Refer to SOP OF0003 - Dealing with a spillage.

**Step
11**

- Never use a food storage fridge for bottled products.
- Milk, fruit and other food items can be stored in the walk-in cooler or cold room if stored above the bottles and cans.
- Never store any personal items, non-consumables or cleaning items in bottle cabinets.
- Using a blue cloth sprayed with sanitiser, clean all hand contact points throughout the day.
- Bottle cabinets, walk-in coolers and cold rooms must be left switched on at all times.
- Bottled and canned products must only be stocked from ambient as a last resort. Allow a minimum of 8 hours for products to chill to the correct temperature.
- Pre-chilling of soft drink mixers is not essential prior to loading the bottle cabinet.
- For any breakages refer to SOP B0006 - Handling and storage of glassware. Wastage must be recorded on APOS. Refer to SOP OF0087 - Logging and reviewing APOS wastage.
- Clean the bottle cabinets when stock is at its lowest levels.
- Employees must be trained in correct manual handling procedures. Refer to SOP C0002 - Manual handling in the cellar.
- Ensure stock removed during cleaning does not create a trip hazard.
- The Duty Manager must record in the DMLB when cleaning tasks are completed satisfactorily.
- Report any maintenance issues with bottle cabinets, walk-in coolers and cold rooms via the property maintenance system immediately.