












Cloth	Blue cloth
PPE	N/A
Chemicals	• Sanitiser
Reference	<ul style="list-style-type: none"> • Health & Safety and Food Safety Policy Manual • Risk Assessment Manual • COSHH Manual • Operations DMLB • SOP - C0002 - Manual handling in the cellar • SOP - C0008 - Dispensing bag in box cider • SOP - OF0003 - Dealing with a spillage • SOP - OF0022 - Manual handling - General • SOP - OF0030 - Recycling procedures • SOP - OF0087 - Logging and reviewing APOS wastage
Equipment	• Orange date label • Pen

Step 1		For cider bag in box (BIB) dispensed from the bottle cabinet: <ul style="list-style-type: none"> • Ensure that the cider BIB is located in the bottle cabinet in line with the current marketing brief. • The inner bag must never be removed from the outer box and displayed in the fridge on its own. • When a cider BIB is identified as empty, remove it from the bottle cabinet and replace it with a full cider BIB. • Recycle the cardboard and plastic. Refer to SOP - OF0030 - Recycling procedures. • If wooden cider display boxes are not available, refer to SOP - C0008 - Dispensing bag in box cider. • If wooden cider display boxes are available, refer to Step 2.
Step 2		<ul style="list-style-type: none"> • Prior to putting the BIB cider on sale, affix the correct badge to the fixing on the front of the wooden box using the standard badge fixing supplied.
Step 3		<ul style="list-style-type: none"> • Place the BIB onto a stable surface. • Push in the small cardboard disc on the front of the new BIB to create an opening in the front of the box. • Pull out the cardboard flap. • Locate the BIB tap from inside the box and position it so that it extends out from the front of the box. • Push the cardboard flap back down to secure the BIB tap in place. • Remove the red pull tab from the BIB tap and dispose of it in the general refuse bin.
Step 4		<ul style="list-style-type: none"> • Carefully lift the BIB cider into the wooden box.

Step 5		<ul style="list-style-type: none"> • Locate the BIB tap from inside the box, and position it so that it extends out of the front of the wooden box. • Apply an orange date label to the top of cider BIB. • Write the 'opened on', 'shelf life' and 'use by' dates onto the orange label. • The shelf life for a cider BIB is 90 days, unless otherwise stated.
Step 6		<p>Prior to placing the box into the bottle fridge:</p> <ul style="list-style-type: none"> • Check that the shelves are spaced to allow for the box to fit (remember that the BIB may be slightly higher at the back of the box due to the tilt bar). • Check that the shelf is secure before putting the box onto the shelf. • Carefully lift the box by placing both hands underneath it. Refer to SOP - OF0022 - Manual handling - General. • When sliding into the fridge, tilt the front edge downwards & carefully slide onto the shelf. • Note: the wooden boxes are glued & need to be handled carefully by the base. Only hold the sides when guiding into the fridge.
Step 7		<ul style="list-style-type: none"> • If the cardboard BIB is damaged, doesn't fit in the fridge or if the cider is nearing the last few pints, the cardboard outer can be removed and the plastic bag of cider can be placed directly inside the wooden box. • Check that the bag stays towards the front of the wooden box by tilting the box forward and holding the bag inside the box before sliding onto the shelf. • Handle the bag carefully to avoid tearing the bag on the edges of the wooden box.
Step 8		<ul style="list-style-type: none"> • When required for sale dispense directly from the cider BIB tap into a clean glass. • Clean up all spillages immediately. Refer to SOP - OF0003 - Dealing with a spillage.
Step 9		<ul style="list-style-type: none"> • If the wooden box is to be placed on either the back bar or on a separate surface, e.g. for cider festivals or busy sessions, the BIB must be chilled in the walk in cooler overnight, and placed on sale just ahead of serving. • The wooden box must only be placed on a safe and stable surface, not near to any edges, walk ways or doorways. • Never stack the wooden cider boxes on top of each other.

Step 10		<ul style="list-style-type: none">• The wooden BIB cider box must be cleaned every time a new cider is put on sale or as a minimum, once per week.• Spray a clean blue cloth with sanitiser and wipe both inside and outside surfaces of the wooden box. Pay particular attention to the edges and the underside.
Step 11		<ul style="list-style-type: none">• If BIB cider cannot be displayed correctly in a bottle cabinet, dispense via a hand pull. Refer to SOP – C0008 – Dispensing bag in box cider.• All spillages must be cleaned up immediately. Refer to SOP - OF0003 - Dealing with a spillage.• Ensure all wastage is recorded in the Operations DMLB and logged onto APOS on a daily basis. Refer to SOP - OF0087 - Logging and reviewing APOS wastage.• Recycling must be completed in line with SOP - OF0030 - Recycling procedures.• Maintenance issues must be logged via the property maintenance system.