



AMERICAN LEGION POST 432

CAMBRIA, CA

Club 432 Regulations and Procedures

I. ORGANIZATIONAL STRUCTURE.

A. Club 432 Employees

1. The Executive Board shall employ a Bar Manager and the Bar Manager shall employ Bartender(s) who are responsible for the day-to-day operations of the Club Room and Patio.
2. The Club 432 Bar Manager shall report directly to the Legion Executive Board
3. The Club 432 Bartenders shall report directly to the Bar Manager.

II. OPERATING PROCEDURES/ACCOUNTABILITY

A. Post 432 Executive Board

1. Shall review and approve the hourly wages of all club staff and employees.
2. Shall review and approve any proposed expenditure that exceeds \$500, subsequent to Bar Manager's approval.

B. Club 432 Bar Manager

1. Shall be a member of the Post, Auxiliary, or Sons in good standing.
2. Shall report directly to the Executive Board.
3. Shall be paid an hourly wage, the amount and terms to be determined by and approved by the Post Executive Board.
4. Shall record and prepare for transmittal to the club account, through the Post Finance Officer, all bills, receipts, register tapes, and cash for deposit on a weekly (preferred), but no later than bi-weekly.
5. Shall perform all other duties as described under Job Description for Bar Manager.
6. Shall ensure that all State Labor Law and State Health Code documents are posted as required by law.
7. Shall be directly accountable to the Executive Board.

C. Club 432 Bartender

1. Shall be a member of the Post, Auxiliary, or Sons in good standing.
2. Shall report directly to the Bar Manager.
3. Shall assist the Bar Manager as directed by the Executive Board.
4. Shall be paid an hourly wage, the amount and terms to be determined by and approved by the Post Executive Board.
5. Shall complete a period of training and after signing the training document shall perform the duties as described under Job Description for Bartender
6. Shall be accountable directly to the Bar Manager.

III. JOB DESCRIPTIONS

A. Bar Manager

1. Qualifications

- a. Must be able to perform all tasks listed under Duties efficiently and effectively.
- b. Must be at least 21 years of age,
- c. Must have appropriate management experience in a bar environment.
- d. Will produce experience and character references on request.

2. Duties

- a. Shall report to and be directly accountable to the Executive Board
- b. Shall, plan, staff, organize, direct and control the operation of the Club 432 facilities.
- c. Shall perform Bar Manager responsibilities set forth in these *Club 432 Regulations and Procedures*.
- d. Shall maintain the bar inventory by placing orders for goods and supplies as required to maintain adequate quantity on hand.
- e. Shall arrange and maintain the stockroom in an orderly fashion
- f. Shall ensure that all appropriate city, county, and state licenses are current and in good standing.
- g. Shall ensure that all Bartenders are trained to understand their duties and will document that training in the training document.
 - i. Training will include instructions on what to do in emergency situations such as accidental alarm activation, fire, injury or medical problem, and electrical/plumbing emergencies.
 - ii. Shall provide each Bartender with copies of this document and shall ensure that employees provide signature verification that they have received, read, and understood this document.
- h. Shall ensure that all emergency equipment/items such as fire extinguishers, first aid kits, emergency lighting, and kitchen fire suppression units are maintained properly and up to date.
- j. Shall recommend a person to be the Assistant Bar Manager for the Executive Board's approval.
- k. Shall train the Assistant Bar Manager, Bartenders, and Cleaning personnel.
- l. Shall ask the Assistant Bar Manager to assume Bar Manager responsibilities when the Bar Manager will be or is unavailable to fulfill their responsibilities.
- m. Shall notify the Executive Board and Finance Officer when the Assistant Bar Manager will be (preferred) or has been (in emergencies) assigned to assume Bar Manager responsibilities.
- n. Shall immediately notify the Post Commander or First Vice-Commander if the Commander is not available of any significant incident occurring in the club, including but not limited to, a serious injury requiring outside medical attention, any

incident where the Sheriff's Depart has responded due to a call for service, an act of physical violence upon or between patrons, major property damage, fire, flood or other natural disaster, or the expulsion of a patron for unruly behavior. Subsequently they will prepare and submit a Club 432 Incident Report to the Executive Board within five working days of the incident. Included in the report will be the names and contact information of all witnesses to the event and their statements if any is provided. In cases where the incident occurs when the Bar Manager is not present, the Bar Manager will establish protocols and give direction to the bartenders to ensure the above notifications and summary reports are submitted on time

- o. The bar manager will vet and approve patio rental application with the oversight of the Executive Board

B. Assistant Bar Manager

1. Qualifications

- a. Must be able to perform tasks listed under Bar Manager Duties except for their having to identify, train and notify the Assistant Bar Manager.
- b. Must be at least 21 years of age.
- c. Will produce experience and character references upon request.

2. Salary

- a. The Assistant Bar Manager shall be paid an hourly wage, the amount and terms to be determined by the Post Executive Board.

3. Duties

- a. Shall when performing on behalf of the Bar Manager, assume the duties of the Bar Manager
- b. Shall when performing on behalf of the Bar Manager, notify the Finance Officer, and Bar Manager when they will not be (preferred) or is not (in emergencies) available or able to perform those responsibilities.

C. Bartender

1. Qualifications

- a. Shall be a member of the Post, Auxiliary, or Sons in good standing
- b. Must be able to perform all tasks listed under Duties efficiently and effectively.
- c. Must be at least 21 years of age.
- d. Will produce experience and character references upon request.

2. Salary

- a. Bartenders shall be paid an hourly rate, the amount and terms to be determined by the Post Executive Board.

3. Duties

- a. Shall report directly to and be accountable to the Bar Manager.
- b. Shall complete a period of training and sign the training document.
- c. Shall open and close clubroom facility as scheduled by the Bar Manager.
- d. Shall attend to customer service.
- e. Shall maintain cleanliness and sanitation behind the bar.
- f. Shall attend to any needs of the customer involving card table, games, drawings, and other sanctioned customer activities.
- g. Shall report any condition (observed or potential) that could prove to be a safety hazard to an employee or patron, to the Bar Manager.
- h. Shall perform Bartender responsibilities set forth in these *Club 432 Regulations and Procedures*.
- i. Shall verify the quality of the janitorial service.
- j. Shall report to the Bar Manager, any conduct of a member or guest who might reflect negatively on the American Legion and obtain information needed for a Club 432 Incident Report.
- k. Shall maintain the orderly arrangement of the bar stockroom and supplies.
- l. Shall enforce the *Club 432 House Rules* and report to the Bar Manager any problems with that enforcement.
- m. Shall not physically try to remove any patron from the premises (unless the safety of others is in imminent danger) and shall contact the Sheriff's Department on such occasions to have the person removed.
- n. Shall, at the end of the shift, ensure that all bar materials are properly stored, and that all glassware and bar tops are clean.
- o. Shall, at the end of shift, empty and clean the popcorn machine, give a clean sweep down to the entire clubroom, empty all clubroom trash containers, and pick up any loose debris in the restrooms.
- p. Bartenders will not consume any alcohol beverage while on duty or arrive for work under the influence of alcohol and/or drugs.

IV: HOUSE RULES

A. Overview

1. Club 432 operates primarily as a haven of rest and relaxation for American Legion Veterans, American Legion support organizations, and their families and guests.
2. Club 432 operates under an ABC liquor license category 52, Veteran's Club, which authorizes the sale of beer, wine, and distilled spirits, to members and accompanied guests only, for consumption on the premises where sold. This document defines the Club 432 House Rules deemed necessary to maximize the enjoyment of its patrons while facilitating compliance with all *Club 432 Regulations and Procedures*.

B. Club Admittance

1. Admittance is limited to bona fide members and their bona fide guests as defined below:
 - a. Bona-Fide Member means
 - ii. All American Legion members, Auxiliary members and Sons of the American Legion members in good standing with an active, current-year membership card. "Good standing" is defined as a member that is (1) not on suspension from Club 432 and (2) paid-up on dues.
 - b. Bona Fide Guest means
 - i. Spouses, significant others, friends, and family members of Bona Fide Members
 - ii. Members (with an active, current year membership card) of such other Veterans/Military groups as approved by the Post 432 Executive Committee
 - iii. With proper identification, members of the US Armed Forces will be considered Bona Fide Guests subject to the Club 432 House Rules.
 - c. Verification of membership or identification.
 - i. If Bartenders on duty do not recognize patrons as being a Bona Fide Members or Guests, they are obligated to ask for verification of membership or identification. Verification of membership is a valid and current membership card from the Legion Auxiliary, the Sons of the American Legion or the American Legion.

C. Service Refusal

1. Bartenders may refuse service to anyone for any violation of House Rules.
2. Bartenders will refuse to serve alcohol to anyone who is obviously intoxicated.

D. Disorderly Conduct

1. Bartenders on duty will require persons in the Club to conduct themselves in accordance with these rules, therefore, a copy of this rule document will be available in the club. The club manager will make sure the bartenders know where the *Club 432 Regulations and Procedures* are located and shall make them available for any patron to review
2. Rowdiness, fighting, profane or abusive language, or any other disruptive conduct will not be tolerated. The Bartender is authorized to expel any person for any of these actions and may suspend Club 432 privileges for the remainder of that day to anyone engaging in Disorderly Conduct.

- a. The Bartender will submit a Club 432 Incident Report to the Post Commander via the Bar Manager for consideration by the Executive Committee. They will make a decision on the length of suspension resulting from Disorderly Conduct.
- b. The representative from the Executive Board will notify the person being suspended in writing as to the reason and dates of suspension.
- c. The method in which the person suspended received that notification will be documented and a copy of that notification will be given to the Post Adjutant and the Bar Manager.

E. No Patrons Behind The Bar.

1. Only the Bar Manager, Bartender on duty, and necessary adult personnel authorized by them, are permitted behind the bar during Club operations.

F. Alcoholic Beverages On Premises

1. No open alcoholic beverages shall be removed from the bar or dining area at any time.
2. No alcoholic beverages may be brought on to the premises by patrons at any time without prior authorization from the Bar Manager.
3. Signs stating such will be posted at both exits.

G. Smoking

1. No smoking is allowed in Club 432 nor within 20' of either of the two entrance doors.

H. Marijuana

1. The use of marijuana in any form, is prohibited within the perimeter under the control of Cambria Post 432 including indoor and outdoor areas.

I. Complaints

1. All complaints regarding any aspect of operation of Club 432 shall be to the Bar Manager. The Bartenders shall use their discretion to interpret these rules during their shift as the Bartender and they shall report only to the Bar Manager for guidance. Disputes and complaints are to be reviewed by the Executive Board
2. The findings and the decisions of the Executive Board will be forwarded to the Bar Manager to be implemented.

J. Minors

1. Our ABC liquor license allows minors, persons under the age of 18 years, to be on the premises. Club 432 carries this definition further and defines an under-18 minor (up to their 18th birthday) and an over-18 minor (over 18, but under 21). Club 432 allows minors on premises, under the following conditions:
 - a. Rules for Under-18 Minors

- i. Any guest under 18 must be accompanied by an adult, or have an adult member present to represent them (Guardian).
 - ii. The Guardian is fully responsible for the conduct of the Under-18 Minor at all times and both the Minor and the Guardian are subject to all the House Rules
- b. Rules for Over-18 Minors
- i. Any person over 18 but under 21 who is otherwise authorized to be in the Club as a Member or Guest may not drink or be served alcoholic beverages.

V: FINANCE

A. Time cards

1. Club 432 weeks shall commence on Monday and conclude on Sunday
2. Pay periods will be from the 1st – 15th and 16th – to the last day of the month.
3. Bartenders and cleaning personnel will be paid by the Finance Officer or their delegate on the 20th and 5th of each month.
4. Bartenders and cleaning personnel shall record their daily hours worked and tips on a standardized time card that will be supplied by the bar manager.
5. Times shall be limited to 15 minute increments and recorded as a decimal e.g. 4.0, 4.25, 4.5, and 4.75 hours.

B. Bartenders Responsibilities

1. At the beginning and the end of each shift bartenders will confirm that the petty cash and the cash register funds are accurate. Any shortages will be reported to the bar manager.
2. When requested, bartenders will provide any patron with a receipt for a purchase or expenditure.
3. Bartenders will receive cash, checks, or credit cards for the payment of dues for any of the four clubs within Post 432.

C. Bar Manager Responsibilities

1. The bar manager will have the responsibility, and be compensated at their regular rate, for collecting and recording all funds, taking inventory, and doing routine repairs and maintenance work.
2. The Bar manager will be responsible for the selection and hiring of new employees and for terminating employees for just cause.
3. The bar manager will collect and record the hours and declared tips from all employees, including the cleaning staff, into the Club 432's Google G-Drive spreadsheet. The manager will forward a copy of the spreadsheet to the Post accountant in such a timely fashion as to not delay employees being compensated.
4. The bar manager will ensure that the funds received are consistent with the nightly cash register tapes. Any discrepancy that cannot be resolved by the bar manager will be reported to the Finance Officer.
5. The bar manager will prepare and tally all funds received on the G-Drive spreadsheet and then place such funds, checks, worksheet, Z tapes, and credit card receipts into the Club safe. The above shall be placed in the safe weekly for the Finance Officer to pick up on a regular basis.
6. Deposits will be presented to the Finance Officer in such a manner that the transactions do not carry over into the next month. Example: If a bar week would run

from January 29 through February 4, the bar manager would prepare a deposit for January 29 – Jan 31 and second deposit for February 1 – 4.

7. The Bar Manager will be responsible to giving instruction on the handling of finances, including mandated credit card security PCI security protocols, to all new employees and will check periodically to ensure that the proper procedures regarding finances are being followed.
8. The Bar Manager will report any weekly cash overages and shortages from the daily sales to the Legion Finance Officer.

D. Petty Cash

1. Bartenders, when utilizing petty cash funds, will make sure that the receipt includes their name, date, location of purchase, and reason for transaction on the sales receipt before returning it to the petty cash bag. Examples include “bar supplies”, “food items for B&B dinner”, “liquor purchase” etc.
2. After setting an established amount of funds needed for petty cash, the Bar Manager will audit those funds bi-weekly by returning whatever funds have been spent and entering those expenditures and their purpose into Club 432 Google G-Drive “Petty Cash” spreadsheet.
3. Any cash shorts and overages shall be recorded in the financial data program and reported by the bar manager to the Finance Officer.

E. Credit Card And Club 432 Accounts

1. Credit cards can be used to not only cover a patron’s bar bill but also to pay dues to any of the four clubs within Post 432, accept donations, buy merchandise, and to purchase tickets for a specific event.
2. Customer credit card numbers will not be kept on file and once the transaction has been concluded the credit card will be returned and any temporary recording of that full credit card number will be destroyed.
3. No credit card or card validation code (CVC) will be stored on any computer, cell phone or other electronic device, or revealed to any other person who does not have a need or a right to know.
4. Only truncated credit card numbers will be displayed on any receipt.
5. All retained credit card receipts shall contain the owner’s legible printed or embedded name and the amount of a tip if received.
6. When using a credit card to make purchases other than beverage and food items i.e. payment of dues, donations, or the purchases merchandise the bartender will write the purpose of the transaction on the retained receipt. Examples include TS2 shirts, Auxiliary dues, Legion baseball cap, flag kit, etc.
7. The credit card receipts will be placed in the respective collection center i.e. the TS2 bag or the respective Post Finance Officer for donations or the payment of one’s dues.
8. The bar manager will be provided with a Post 432 credit card by the Finance Officer. The bar manager, will be responsible for all purchases made with that credit card.
9. A copy of the accompanying invoice or sales receipt for credit card purchases will be provided to the Finance Officer along with a reason for the purchase.
10. Credit card purchases shall follow the same rules and guidelines as set forth by the Executive Board for other expenses.

F. Financial Security Procedures

1. Petty cash and other seed monies will be stored in the club safe. All Club 432 employees shall take necessary steps to ensure that funds are not left unattended.
2. Cash shall not be placed in the unsecured patio mailboxes. If a member wishes to pay cash for dues, donations, or event tickets, the bartender will receive such cash, place it in a marked envelope, and place the envelope in the club safe. They will then place a note in the respective club (Legion, Auxiliary, SAL, or ALR) finance officer's box for them to contact the bartender to take possession of those cash funds.
3. Employees will not pass along any alarm security code or safe combination to any unauthorized individual, or make copies of the club's security keys.
4. Club proceeds will be deposited at least bi-weekly, weekly is preferred, by the Finance Officer or Bar Manager and all funds will be recorded in the Club' financial data program by the Finance Officer.

G. Reports

1. Financial reports and any appropriate charts will be presented to the Executive Committee as needed by the Finance Officer.
2. An annual Club 432 financial summary report will be prepared by the Finance Officer and submitted to the Bar Committee by July 31.

H. Vendors

1. The Finance Officer will have the responsibility of making payments and settling disputes to any of the vendors to which Club 432 has a contract.
2. The Finance Officer shall be provided a copy of any financial contract or agreement between Club 432 and any vendor who will be providing goods and services to the club.

I. Business Accounts, Responsibility and Control

1. The Bar Manager will have sole authority to authorize an employee or other post member to purchase goods or services at any business that honors a Club 432 account. Such businesses include, but are not limited to, Smart & Final and the Cambria Hardware Store.
2. Any person who makes an authorized purchase where the Club has an account shall immediately return to the bar manager a receipt of that transaction that will include the date, amount, name of the business, the person making the charge, and the reason for the charge.
3. The Finance Officer shall take possessions of those receipts weekly and record the transactions into the financial data system.

Post Commander _____ Date: _____