

Beverage Cart Orientation

	Trainer	Completed
To start:		
Punch In		
Get beverage cart keys		
Driving lesson on cart		
Take cart to back shop:		
Gas cart		
Wash cart		
Check oil		
Check tires		
Unlock beverage door		
Supplies:		
Cups, lids, straws, napkins, garbage bags		
Walkie talkies		
Credit card machine		
Helmet		
Getting loaded:		
\$100 float from Lynne's office		
Opening count sheet		
Drinks - relock fridges		
Snacks		
Sandwiches and condiments		
Have manager check count		
Tab sheets		
Unlock beverage cart and store locks		
Fill cart with ice		
Helmet on - keep it on at all times		
Hair to be pulled back while inside		
Pick up tee sheets from Proshop		
Check with starter for location of golfers & other beverage cart		
How to restock:		
Get keys from Lynnes's office		
Get product and have manager check it		
Reload needed product		
Lock fridge and return keys		
Tabs:		

On the Course:		
Greet customers warmly. Ask them what time they teed off and find them on the tee sheet. Mark what alcohol was sold and mark down cart numbers so you do not have to ask again. Everytime you see a customer make note and everytime you serve them.		
Avoid Midlands 6th green/7th tee		
Watch for sand trap on Midlands 7 and 2 fairways		
Stay on cart paths when its there		
Stay on rough when there are no paths		
NEVER DRIVE ON TEES OR GREENS		
Etiquette:		
Stay hidden and out of the way		
Keep radio down while in golfers presence		
Wait for them to shoot before serving and driving away		
Try to serve at greens and tees		