AMVETS Post 312

Standard Operating Practices Covering

Canteen

Effective October 4, 2011
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CAANTEEN OPERATON

Article I. Introduction

1. The AMVETS Post 312 Canteen Operation and House Rules adopted by the Trustees with coordination from the Canteen Manager, and final approval of the Executive Committee, establishes all House Rules governing the use and operation of the Post Canteen.

2. The AMVETS Canteen is to raise funds for AMVETS Post 312 and to provide and promote an enjoyable fun social atmosphere for AMVETS members, subordinate organizations and their guests.

3. The Canteen may be used by AMVETS and its subordinate organizations to host fund raisers and special events. Fund raisers and special events must first be approved by the Executive Committee then coordinated through the Board of Trustees.

4. The Board of Trustees is responsible for the Management, Operation and Finance of the Canteen.

Article II. Definitions

1. The following terms are herein defined as they apply to these Rules:
   a. AMVETS Post 312: The building and grounds operated by the AMVETS Post 312.
   b. Canteen: the area of the Post where alcoholic beverages are stored and dispensed.
   c. Member: any person who has paid their current annual dues and is a member in good standing of the AMVETS or subordinate organizations.
   d. Guest(s): any person who is not a member that is individually sponsored and has been invited to visit the Post Home and is signed in on our guest book.
   e. Special Guest: any active duty military or reservist showing appropriate identification. . Any member of an active AMVETS Post regardless of the State the membership card was registered. Any member of a Veterans
Organization that is a member of the Southwest Sarasota County Veterans Council.

f. Minor: any person who has not attained the age of 21 years

Article III. Members, Guests and Special Guests

1. Members of AMVETS Post 312 and its Subordinate Organizations:
   a. Possess a valid AMVETS or AMVETS subordinate organization membership card issued from AMVETS Post 312 and is considered in good standing.
   b. Does not need to sign the guest register upon entry.
   c. Shall be permitted access to the post premises and canteen during normal operating hours.
   d. Are permitted to invite spouses, children, parents, grandparents and guests to accompany them to AMVETS Post 312. Upon entry members are required to sign said individuals into the guest register and shall be responsible for them while on the premises.
   e. Must show valid membership card to bartender.

2. Members of Other Posts
   a. A person who possesses a valid AMVETS or AMVETS subordinate organization membership card issued from an AMVETS Post other than AMVETS Post 312.
   b. Are required to sign the guest register upon entry.
   c. Shall be permitted access to the post premises and canteen during normal operating hours.
   d. Must show valid membership card to bartender.

3. Special Guest – Active Duty Military Personnel
   a. An active duty military person who possesses a valid military identification card and is not a regular AMVETS member.
   b. Are required to sign the guest register upon entry.
   c. Shall be permitted access to the post premises and canteen during normal operating hours.
   d. Do not need to be accompanied by a sponsor.
   e. Must present a valid military identification card to the bartender.

4. Minors
   a. Any person under the age of 21 will be considered a minor.
   b. Minors are not allowed to be seated at the bar or standing at the bar at any time.
c. Minors are not allowed in the Post after 8 pm. except for special children’s events.

**Article IV. Duties and Responsibilities**

1. Chairman of the Trustees will:
   a. Ensure that the Canteen Operation is providing a friendly service to our members, guests and special guests.
   b. Ensure that all approved activities are supported by the Canteen staff to ensure we have the right level of service for our members, guests and special guests.
   c. Ensure that any discipline applied by the Bartenders for infractions in the House Rules is within the content of this document and the Constitution and Bylaws, consistent, and deserving of the offense.
   d. Works with the Finance Officer to ensure that the Canteen is meeting or exceeding the annual budget approved by the Executive Board.
   e. Attends Executive Meetings to report on Canteen Activities and vote on Canteen issues.
   f. Ensures that Trustees are assigned to account for the monies that are derived from the Canteen Operation. This is done on a daily basis to ensure we have accountability.
   g. Investigate and report any discrepancies to the Post Commander as soon as they are discovered.
   h. Ensures that the female Bartenders working night shifts have a chaperone to escort them out of the Canteen when it is closed for the evening.

2. Bar Manager will:
   a. Develop and maintain an inventory process for all items used or sold at the Canteen.
   b. Ensure that we are getting the best price for the items purchased.
   c. Establish inventory of items to be on hand at the Canteen.
   d. Insure that the correct items are on hand as far as types of liquor, keg beer, bottle beer, soda and mixes. Monitor the usage and make changes based on factual information and member requests.
   e. Ensure that we have proper volunteer Bartender coverage for all days including special event days where more than one bartender is required.
   f. Participates in the assigning of new Bartenders to the Post 312 Canteen Operation.
   g. Works with the Finance Officer to ensure the Canteen meets the financial obligation set in the fiscal budget.
   h. Assigns volunteer Bartenders to specific shifts.
i. Ensures that we have enough volunteer Bartenders to meet our requirements.

j. Assist the Bartenders in their handling of any infractions to the House Rules.

3. Trustees will:
   a. Support the Chairman and Bar Manager
   b. Make recommendations on improvements to the Canteen Operation, brand of alcohol, type of beer on tap and in bottles.
   c. Volunteer for shifts for counting the monies derived from the operation of the Canteen.
   d. Investigate and report any discrepancies to the Chairman of the Trustees.
   e. Assist the Bartender in their handling of any infractions to the House Rules.

4. Bartenders will:
   a. Be volunteers who provide a prompt and courteous service to the patrons at the Canteen in accordance with the Standard operating Practices and verbal and written instructions.
   b. Follow the directions of the Bar Manager, Chairman of the Trustees and Post Commander.
   c. Not engage in Post business talk nor allow members to discuss Post business at the Canteen.
   d. Report to work prior to their scheduled shift in able to verify money bags.
   e. Ensure the money bags have the correct amount of cash prior to their shift.
   f. Be solely responsible for proof of membership.
   g. Check for proper age so that no minor sits at the bar nor gets served alcoholic beverages.
   h. Sells patrons proper beverages
   i. Notify Bar Manager in advance if you will not make an assigned shift.
   j. Ensure bar top is clean and ash trays are emptied on a regular basis.
   k. Routinely empty beer bottles and cans to back room.
   l. Keeps canteen patrons orderly and takes exception to those that may become out of line.
   m. Not serve a patron who has become intoxicated.
   n. Enforce the House Rules at all times.
   o. Writes up House Rule Infractions and reports to Bar Manager.
   p. Answer phone calls in a polite tone of voice representing the Post 312 Canteen.
   q. Restocks cooler at the end of the shift
r. If closing, make a tour of all entrances and exits to ensure they are secured. Turns off all machines and lights that are not part of the building security. Arms the alarm and exits the building locking the door behind.

**Article V. Dress Code**

1. AMVETS Post 312 is a family oriented veteran’s organization, therefore all members and guests are expected to dress appropriately.
   a. Abbreviated, suggestive clothing is prohibited on the post premises.
   b. Profane or obscene artwork or text on clothing is not permitted.
   c. Shirts, shoes and appropriate pants or shorts must be worn at all times.

**Article VI. Hours of Operation**

1. Oct 1 – Mar 31          Apr 1 – Sep 30
   Monday thru Thursday    11am – 11pm      11am – 10pm
   Friday & Saturday       11am – 1am        11am – Midnight
   Sun                     12pm – 11pm      12pm – 9pm

2. Bartenders will call Last Call 30 minutes prior to close
3. All Patrons are to leave the Canteen at closing time
4. The Bartender on duty may close the Post Sunday – Thursday at 9 p.m., Friday and Saturday at 11:00 p.m
5. Board of Trustees may modify or extend Canteen hours as needed for special events. These changes must also be approved by the Executive Board or in special cases get the approval of 3 board members one of which must be the Commander.

**Article VII. Code of Conduct**

1. All members of AMVETS Post 312, guests and special guests shall be treated with proper respect.
2. Lewd, foul or obnoxious remarks and gestures directed at other members will not be tolerated.
3. No one may publically reprimand or criticize an Officer, Canteen Manager, Bartender, Guest or Special Guest or other member of AMVETS Post 312 including its subordinate organization members.
4. Loud, profane, obscene language or physical abuse and/or threats to others are absolutely prohibited.
5. No person(s) known to act in a vicious or immoral reputation will be admitted or allowed to remain on the AMVETS Post 312 premises in accordance with National Amvets Policy.
6. Theft is absolutely prohibited by anyone patronizing the Post.
7. All members, special guests, active military and anyone visiting the post must be in proper attire.
8. The facility belongs to the Members and should not be damaged in any way by any person.

Article VIII. Disciplinary Action

1. Violators of the Code of Conduct will be verbally warned for the first offense or if deemed necessary action will result in temporary suspension of privileges up to expulsion.
2. Any repeat offense will prompt violator(s) being asked to leave the premises by any AMVETS Post 312 Officer, Canteen Manager or Bartender on duty. The names(s) of the person(s) will be reported to the Board of Trustees and Commander within 24 hours of the offense.
3. Serious offense or threats must be reported to the Post Commander immediately by phone.
4. Further disciplinary action, arbitration, writes up, or prolonged suspension may be carried out by the Commander in accordance with the Constitution and Bylaws.
5. Any person asked to leave the post by any AMVETS Post 312 Officer, Canteen Manager or Bartender on duty shall not be permitted to return to the premises for a minimum of 24 hours.

Article IX. Empowerment

1. The Commander or Acting Commander retains the right to extend a suspension for a period up to and including 14 days from the time of the incident, , or arbitrate the offense without Executive Board approval.
2. All suspensions must be brought before the head Trustee and Commander within 24 hours of the offense.
3. Officers of the AMVETS Post 312 (including the subordinate organizations), the Canteen Manager and all on duty Bartenders are empowered and required to enforce these rules at all times.
4. Elected Officer of AMVETS Post 312, Post Officers, the Board of Trustees, Canteen Manager and all on duty Bartenders are the only members empowered to eject a person from the AMVETS Post 312 premises for misconduct or other violation of these rules.

5. The Canteen Manager will be elected by the Board of Trustees, and shall be responsible only to the Board of Trustees and Executive Board. Canteen Personnel are appointed by the Canteen Manager, and under guidelines set
forth, and with recommendations by the Board of Trustees and final approval by the Commander. Canteen personnel report to the Canteen Manager who in turn reports to the Board of Trustees. In the absence of a Canteen Manager, The Board of Trustees shall assume all Canteen Manager Responsibilities.

Article X. Certification

1. This is a true copy, which was adopted by the Executive Committee and approved by the General Membership.

\[\text{Signature} \quad \text{Printed Name} \quad \text{Date}\]

\[\text{S. K. Caroan} \quad \text{Terry K. Corson} \quad 4\text{Oct}11\]

\[\text{Signature} \quad \text{Printed Name} \quad \text{Date}\]

\[\text{S. Oplinger} \quad \text{Sharon Oplinger} \quad 4\text{Oct}11\]

\[\text{Signature} \quad \text{Printed Name} \quad \text{Date}\]

\[\text{F. I. Colucci} \quad \text{Frank E. Colucci} \quad 4\text{Oct}11\]

\[\text{Signature} \quad \text{Printed Name} \quad \text{Date}\]

\[\text{George A. Kaiss} \quad \text{George A. Kaiss} \quad 4\text{Oct}11\]
## CANTEEN PRICE LIST

(Effective Oct 1, 2011)

<table>
<thead>
<tr>
<th>I Drinks</th>
<th>Black</th>
<th>I Specialty Drinks</th>
<th>Black</th>
<th>Specialty Drinks</th>
<th>Blue</th>
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<tbody>
<tr>
<td>Straight &amp; Mixer</td>
<td>$2.00</td>
<td>Manhattan</td>
<td>$2.25</td>
<td>Black Russian W/Kamora</td>
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<td></td>
<td></td>
<td>Martini</td>
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<td>Black Russian W/Kailua</td>
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<td></td>
<td></td>
<td>Old Fashion</td>
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<td>White Russian W/Kamora</td>
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<td></td>
<td></td>
<td>Screw Driver</td>
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<td>White Russian W/Kailua</td>
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<td></td>
<td></td>
<td>Bloody Mary</td>
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<td>White Russian W/Kailua &amp; Smirnoff</td>
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<tr>
<td></td>
<td></td>
<td>Margarita</td>
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<td>Buttery Nipple</td>
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<td></td>
<td></td>
<td>Kamikaze</td>
<td>$2.75</td>
<td>Mud Slide</td>
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<tr>
<td></td>
<td>.25 if upper shelf liquor used</td>
<td>Long Island Ice Tea</td>
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<tr>
<td>Bacardi</td>
<td>$2.50</td>
<td>Malibu Rum</td>
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<tr>
<td>Smirnoff</td>
<td>$2.50</td>
<td>Jim Beam White</td>
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<tr>
<td>Johnny Walker Red</td>
<td>$2.50</td>
<td>Seagram’s VO</td>
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<tr>
<td>Christian Brothers Brandy</td>
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<td>Yukon Jack</td>
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<td>Jose Quervo</td>
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<tr>
<td></td>
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<td>Beefeaters Gin</td>
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</table>

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<thead>
<tr>
<th>er Shelf</th>
<th>Clear/Silver</th>
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<th>Red</th>
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<tbody>
<tr>
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<td>Patron</td>
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<td></td>
<td></td>
<td>Jamison Irish</td>
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<td></td>
<td>Crown Royal</td>
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<td></td>
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<td>Jaeger Meister</td>
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<tr>
<td></td>
<td></td>
<td>Toasted Almond</td>
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