

SCHOOLCRAFT COLLEGE

18600 Haggerty Road, Livonia, Michigan 48152-2696

HANDLING OF ALCOHOLIC BEVERAGES – CONFERENCE CENTER EVENTS

1. When the Executive Chef – Banquet & Catering Services or the Culinary Arts Program Coordinator receives an approved REQUEST FOR ALCOHOLIC BEVERAGES form (Procedure 1092.2), arrangements will be made for the following:
 - a. Ordering and purchasing of alcoholic beverages.
 - b. Receipt and storing of alcoholic beverages prior to the event.

All alcoholic beverages for the event will be stored within the licensed premises defined with the Liquor Control Commission for the conference center's Class C license established under Michigan Liquor Control Code 436.1513, Section 513. Arrangements for an opening inventory of the alcoholic beverages will be made at this time.

Moving of alcoholic beverages from storage to the area of dispensing.
 - c. Dispensing of alcoholic beverages.

Alcoholic beverages will be served by a bartender or a waitress. Beer will be served in bottles, cans, or on draft. Wine will be served by the glass, bottle, or carafe.

Collecting, placing, and sealing the leftovers in containers and removing the containers to storage. An inventory of the unconsumed alcoholic beverages will take place at this time.
 - d. Arranging for the hiring of a Supervisor (Attachment A).
2. Preparing an Alcohol Sales Report:
 - a. Deposit all cash receipts from the event at the Cashier's Office.
 - b. Prepare the sales report (Attachment B).
 - c. Prepare a check request or IDC, as appropriate, to disperse the net proceeds to the event sponsor.

SUPERVISOR

The Supervisor will be responsible to the Executive Chef – Banquet & Catering Services or the Culinary Arts Program Coordinator. He/She will coordinate those activities which involve Student Activities, Food Service, Culinary Arts, and Facilities Management. The position will be considered part-time.

DUTIES AND RESPONSIBILITIES

1. Have a general knowledge of the VisTaTech Center and Waterman Wing, location of light switches, equipment required, sound systems, storage areas, and the like.
2. Be responsible for opening and securing the VisTaTech Center, Waterman Wing, or other buildings for all activities at which alcoholic beverages are served.
3. Be responsible for enforcement of all procedures governing alcoholic beverages consumed on the campus:
 - a. Dispense all alcoholic beverages for the campus events.
 - b. Retain, inventory, seal, and store all alcoholic beverages not consumed.
 - c. Be present during all hours when alcoholic beverages are dispensed.
 - d. Organize the service staff to observe patrons for use of unauthorized alcoholic beverages. (Administrators/staff are also to act in this capacity).
 - e. Receive all complaints and act in accordance with the following:
 - 1) Instruct guests to remove unauthorized alcohol.
 - 2) Call Campus Police if unauthorized activity continues. Campus Police will confiscate unauthorized alcohol. Patrons not giving up unauthorized alcohol will be reported to the Livonia City Police, and appropriate College personnel will sign any complaints necessary.
 - 3) Report immediately any disturbances to the Campus Police Officers present.

Revised—Cabinet
January 25, 1983
Retyped—Department/Title Changes-
September 14, 2007
Revised—Cabinet
April 21, 2015
July 1, 2019

ALCOHOL SALES REPORT

Gross Sales	\$ Less Sales Tax
	—
Net Sales	_____
Cost of Sales	
Product (Beginning Inventory Less Ending Inventory)	
Labor (Attached time sheets)	_____
Gross Profit	=====
Percentage Distributed to Sponsor	_____
Percentage Retained by Food Service	_____
Dollar Amount Distributed to Sponsor	_____
Dollar Amount Retained by Food Service	_____

SCHOOLCRAFT COLLEGE FOOD SERVICE BAR SALES REPORT

To:

From:

Subject:

Date:

Gross Sales:	\$	-
Sales Tax:	\$	-
Net Sales:	\$	-

Product Usage:

Units	Count	Item	Price per Item	Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -