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## Required System Business Activity List

# Daily Taproom Activities

* Prepare Taproom for the day by following normal opening protocols
* Set up Beer Garden (including umbrellas and outside games)
* Requesting if customers are loyalty members or not
  + If a member, the taproom employees prompts the customer to login to their account via phone number or email address.
    - If the application is down, the taproom employees prompts the customer to keep the receipt and go online and login to the account. Add receipt number in a limited timeframe and the order would go against loyalty rewards.
  + If not a member, the taproom employees prompts the customer to go online and fill out a form to become a member.
    - If the application is down, the taproom employees prompt the customer to keep receipt and set up a profile later. Put the receipt number in in a limited timeframe and the order would go against loyalty rewards.
* Processing rewards if the customers have any.
* Serving Beer, wine, or soda to Customers
* Selling Merchandise: glasses, hats, shirts, or 22oz to-go bottles of any beer
* Informing Customers of where to get Klaus Beer from other Restaurants
* Interacting with food trucks
* Set up chalk boards with daily specials or events of the day
* Set up events (if any)
* Change out kegs if it becomes defective
* Shift Changes on Saturdays
* Do Laundry
* Wash glass periodically
* Clean tables as needed
* Close down Taproom and Garden by following normal closing protocols

# Weekly Taproom Activities

* Inventory is taken
* Deep Clean taproom and beer garden following Sunday Deep Cleaning Checklist
* Manager Meetings (All managers and Owners)
* Sales Meetings (Sales Manager, Sales Team Members, Owners)
* Stein Night
* Weekly Reports
* Send out weekly advertisements, promotions, and deals via email using client information

# Quarterly Taproom Activities

* Pest Control
* Quarterly Reports

# Yearly Taproom Activities

* Oktoberfest
* Maifest
* Inspections
  + Safety Infections
  + TABC compliance audit
  + Mold Inspection
  + Equipment Inspection