



## SAFETY PLAN

### Hours of Operation

Mon - Wed	11:30am - 10pm
Thur	11:30am - 12am
Friday	11:30am - 1am
Saturday	11:30am - 1am
Sunday	9:00am - 6pm

## WEAPONS AND FIREARMS POLICY

1. With the exception of federal and state security personnel on duty, under no circumstance shall any individual walk into the premise of Mint To Be Mojito Bar And Bites with either a firearm or any form of weaponry. There shall be a sign posted at the entrance of the bar stating this policy. Moreover, there are security cameras in place to monitor any alarming evidence of trespassing with firearms or weaponry.
2. In addition to the sign and signed document, a safety training video on what to do if a dangerously armed person walks into the premise will be shared with team members.

## UNDERAGE POLICY

1. Servers, Bartenders and other personnel involved in the service of alcoholic beverages must ensure the individual receiving an alcoholic beverage is of age by verifying their valid, state or national photo identification card. Persons under 21 years of age are under no circumstances to receive alcoholic beverages. Employees observed failing to receive identification from any patron when served an alcoholic beverage will be immediately terminated.
2. Employees are to ask for IDs regardless of age appearance or customer resistance. There must be a different ID presented per alcoholic drink that is ordered by any customer. Team Members will have all undergone training from a licensed program called 360 training that certifies each individual to serve alcohol legally in the state of GA. This policy is covered in the program's course.

In addition to the above-mentioned standards, the restaurant leadership will **Self Secret Shop** starting this year to verify compliance of proper alcohol dispensing by Staff members.

**Mint To Be Mojito Bar & Bites has the right to REFUSE Alcohol service to anyone** who does not comply with ID revision and is verbally offensive when denied service of alcohol.

3. Mint To Be Mojito Bar And Bites provides a sign at the front of our register informing customers that we ID everyone. In addition to this sign, we have a digital sign on our liquor shelf behind the register that shows the most recent birth date acceptable each day that qualifies an individual by age to purchase an alcoholic drink.
4. **Cameras and Vigilance:** An integral security system is in working order at the moment and provides security and surveillance for the property. 8 cameras are currently in use and are scattered throughout the premise, taking footage of the front and sides of the property in the exterior, as well as the back. Interior cameras also provide footage of the register area, the service in the dining room and the kitchen space.

## APPROVED BAR CARD TRAINING POLICY

All team members 18 years of age or older, who will dispense, sell or offer alcoholic beverages at Mint To Be Mojito Bar & Bites are required to take the following Bar Training Certification and email a pdf copy of the official certificate to [Mint2bemojito@gmail.com](mailto:Mint2bemojito@gmail.com) with the subject line reading "Bar Training Certificate of [First and Last Name]". This is to be done immediately upon completing the course within 7 days of employment. The course will be paid for by the business and taken at:

[www.360training.com](http://www.360training.com)

## CROWD MANAGEMENT AND SEATING POLICY

The bar will have only one main entry to monitor access into and out of the building. The main entryway is located on 12 West State Street, Savannah, Georgia 31401. This entryway will be watched by the General Manager and when not present, by the lead bar tender on duty during most shifts. As customers come in, the General Manager or lead bar tender will direct where to form a line for orders. The standard line forms in front of the cash register and curves towards the entry door.

Team members will be trained on how to use a terminal at the opposite end of the cash register. The terminal is a mobile POS systems device that enables team members to split the line and receive orders faster, enabling staff to clear up the space efficiently. Should both lines become overwhelmed with customers, the team members will be trained and directed by the leader on duty to take the terminal outside the main entry. The team member will then instruct customers to form a line behind the team member with the terminal for orders.

Customers who have already ordered will be able to sit on a first come first served basis. This includes our food tours. Once all seats inside the space of Mint To Be Mojito Bar & Bites is occupied, customers must take advantage of the seating we provide outside in front of our main

entry. Once these spaces are also occupied, customers will be politely asked to take their drinks to go in our to-go cups and disposable ware.

## FIRE SAFETY POLICY

Managers and team members will take an annual class that has taught them how to use fire extinguishers.

Fire extinguishers bearing an active tag will be hung in the dining room and kitchen areas. A hood fire suppression system has been installed to maintain safety during cooking. Battery operated smoke detectors have been installed throughout the building in the ceilings. Illuminated EXIT signs have been installed in entryways.

## EMERGENCY MANAGEMENT POLICY

In the event of a fire emergency, flooding and or any other emergency, all employees will call 911, if assistance is needed. They will also evacuate the building and close the business for the day. If water or electricity stops functioning, managers will be expected to close the business right away until services are re-instated.

## EMPLOYEE SIGNATURE

I hereby confirm that on this date, \_\_/\_\_/\_\_\_\_, I have carefully reviewed and understood the entire content of the Mint To Be Mojito Bar & Bites policy handbook and will uphold the agreement and standards listed in this policy handbook.