

gets it by 10 a.m. to copy. He purchases the fish, vegetables, meat, etc., required for the Club, and makes an early personal selection of the same in the markets and elsewhere. He receives all orders for dinners, etc., and sees the same are properly carried out.

He accounts daily with the Secretary for all moneys received by him.

He makes the established charges for all provisions, wines, etc., extends the members' bills and deposits them in the office, keeps a book with the different charges for different articles at different seasons.

HEAD WAITER.

The Head Waiter has the control and superintendence, under the Steward, of the waiters, and is responsible for their conduct and cleanly appearance, and that they carry out the different duties assigned to them, and in case of negligence or misconduct, he reports the same to the Manager. He has custody of the China, Crockery, Plate, etc., of which he must take stock once a month, and said stock book shown the Secretary after stock is taken.