

STEWARD.

He shall live in the Club and have custody of Supply Cellar, Plate, Cutlery, China, Glass, Linen, and all Furniture and Provisions of the Club. He shall have general control and superintendence of the Cook and men and women servants, and will be responsible for their conduct and cleanly appearance, and in case of misconduct shall report the same to the Secretary or Active Committee.

He shall have charge of all wines and liquors in the bottling and supply cellar, shall issue the same to the waiters, and will be charged with all deficiencies that may occur in the stock of Wines, Liquors, or other property placed in his custody.

He shall account daily to the Secretary for all receipts of monies, prepare Bills of Fare, after consulting the Secretary as to Tariff charges, &c., and shall send each day to the Secretary the Bill of the preceding day.

He shall see to the good order of the House generally.

He shall cater for the Club, keeping Pass Books with approved tradesmen, and entering in similar Pass Book, at the time of purchase, all supplies bought in market. These books to be made up weekly, and left with the Secretary.

He shall check daily supplies to and withdrawals from the Waiters' Cellar. He shall examine and check tradesmen's books and bills, seeing that charges are reasonable and in accordance with goods received.

He shall enter in the Order Book everything necessary to be purchased by the Club, and all necessary repairs—for the sanction of the Committee before further action.

He shall see that no friends of any servant enter the Club House, except by his permission, and in no case by the front door.