

Bartender:

Date:

Shift:

BB:

AT START & CHANGE OF SHIFT

Count ALL Inventory: Bottles, beers...

CHECK ALL Bottles, Count, and Order*

Check Fridges and Replace any missing bottles if necessary

Notes

CHECK BOTTLES AND SEALS

INITIAL :

Barman

Barman2

Barback

Replace Barware and Supplies	
Set Counter Tops and Tables	
Prepare garnishes and ingredients for Daily Items	
Replenish all Garnishes, Condiments, Containers...	
Reset / Assemble consoles and equipment - Check cash is at "0"	
Set Bar Top, Spill Rails and Work Stations...	
Check Soft Drink / Juice Supply and Req. Back-ups	
Check & Fill Ice Bins	

CHECK KEGS -Levels, Lines, Rotation...

INITIAL :

Barman

Barman2

Barback

CHECK COUNTS AND METERS - Verify numbers, cash is at ZERO

INITIAL :

Barman

Barman2

Barback

ARRANGE YOUR BAR TO MAKE SURE YOU WILL BE EFFICIENT

KEEP UP CLEANLINESS AND SUPPLIES THROUGHOUT YOUR SHIFT

AT CLOSING

Fill Fridges - Req. Beers & Inventory

Dismantle and Clean all Bar Equipment -Blenders, Juice Dispenser...	
Reclaim all glassware and wash - also anything else that can be washed	
Clear All Counter Tops & Tables -Remove All Mats, Napkins, Condiments...	
Clean and Put Away all Garnishes, Condiments, Containers...	
Dismantle and Soak Soda Gun / Dispenser Parts	
Empty Ice Bins	
Remove and Inspect All Bottles	
Clean beer taps, stacks and ALL drains **	
Wipe down ALL consoles and equipment	
Clean and Wipe Down Bar Top from Both Sides, Counters, Tables...	
Clean and Sanitize Ice Basin and Soda Block**	
Dismantle and Clean Dishwasher	
Clean and Wipe Dry Speed Rail and Sink Area	
Clean Well Bottles, Count, and Put Back in Order*	
Clean Top-Shelf and Place Bottles Back On Shelves*	
Check Fridges -CHECK: Full & Locked	
Polish fridge doors and All SS Surfaces	

INITIAL : Barman

Barback

INITIAL : Barman

Barback

INITIAL : Barman

Barback

Notes

BEFORE LEAVING

Replace Soda Gun	
Re-Assemble Dishwasher and ALL Other Equipment	
Replace ALL Mats/Pads and Promotional Items	
Check Fridges are Full and Doors are Locked	
Ensure Cleanliness of Area and ALL Equipment	
Ensure ALL Supplies and Stock Have Been Replenished	
Double-check DOORS, WINDOWS, FRIDGES ...	

MGR :

Barman

*
 Verify ALL bottle seals
 Verify ALL bottle labels and contents
 Cover open spouts at close
 Arrange rows -Face all bottles and promotional items

**
 Empty, Wipe All Surfaces with Bleach, Rinse Completely
 Be careful of hoses and lines