

BARTENDER ADVISORY GROUP

BARTENDER'S CLOSING CHECKLIST

Name: _____

Date: _____

Bar Area

- ✓ Put away all fruit, garnishes and juice (ensuring that they are properly labeled and dated)
- ✓ Wipe down the bar top
- ✓ Put bar stools up on the bar (to enable access for sweeping and mopping the area)
- ✓ Drain ("burn") the ice bins and wipe down and dry the stainless
- ✓ Sweep behind the bar and the outside area
- ✓ Clean and wipe down and dry all stainless steel areas
- ✓ Remove, clean and/or organize anything on the floor behind the bar
- ✓ If required by management, restock the liquor on the back bar and well back up
- ✓ If required by management, restock the back bar refrigeration units (bottle beer, chilled glasses, seltzers)

Computer Station

- ✓ Keep clean and organized
- ✓ Computer wiped down and cleaned
- ✓ Pens stocked
- ✓ All drink menus wiped down and cleaned
- ✓ All server books (if applicable) cleaned

Bar Food Station

- ✓ Trays cleaned
- ✓ All cups cleaned
- ✓ Dump pitchers (water/tea/juice)
- ✓ Restock silverware & utensils

Espresso Machine

- ✓ Cups, spoons and plates to be restocked
- ✓ Coffee beans filled in machine
- ✓ Milk stocked
- ✓ Condensed milk stocked
- ✓ Sugar filled
- ✓ Machine wiped down and cleaned

Draft Beer Taps

- ✓ If applicable... place all beer taps in a sanitizing solution ensuring that they will be all cleaned and ready to be reinstalled at the start of the next day's opening (this will be determined by management with daily, weekly, bi-weekly or monthly options)

Bartender's Signature

Manager's Signature