

**BARTENDER ADVISORY GROUP**  
**BARTENDER'S OPENING CHECKLIST**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

***Bar Area***

- ✓ Cut and stock all fruit and garnishes
- ✓ Fill ice bins
- ✓ Wipe down the bar top
- ✓ Put bar stools back on the floor and "stage" them
- ✓ Fill sinks with proper sanitation
- ✓ Remove all liquor bottle caps and ensure all have the required pour spouts
- ✓ Check organization of the back bar refrigeration and ensure that it is fully stocked, and the bottles are clean
- ✓ Check all areas behind the bar for cleanliness (this includes the back bar refrigeration doors and stainless)
- ✓ Check to make sure that the following areas are properly stocked
  - Liquor for the well, the back bar presentation, and the necessary back up
  - Juice containers
  - Mix preparation (Bloody Mary – Margherita)
  - Beer – all fridge areas
  - Glassware – all fridge areas and back up sections
  - All glassware cleaned
  - Red wine glasses cleaned and polished
  - Coffee machine (if applicable)

***Computer Station***

- ✓ Keep clean and organized
- ✓ Check the opening "bank" for shortages/overages and if the change is adequate for opening
- ✓ All server books (if applicable) cleaned

***Bar Food Station***

- ✓ Roll silverware as needed
- ✓ Fill pitchers with water/tea/juice (as applicable)

***Draft Beer Taps***

- ✓ If applicable... Replace all beer taps ensuring that they were all cleaned the night before (this will be determined by management with daily, weekly, bi-weekly or monthly options)

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Bartender's Signature

Manager's Signature

Bartender Advisory Group