

BAR OPENING CHECKLIST

Before a shift begins, it's important to check your venue is ready for action. From replenishing stock to chilling glassware, stay on top of your pre-shift preparation with this bar opening checklist!

CASH REGISTER

- Check cash registers are working and stocked with change.
- Spare cash register rolls, pens and staplers
 - ready, but in view.
- Spillage/breakage book - stored out of sight

GLASSWARE

- All items are clean, dry, and free of chips/cracks.
- Glass is grouped by use:**
- Large and smaller glasses for beer.
 - Tall and short glasses for spirits and mixers.
 - Tall glasses for soft drinks.

BAR

- Bar is clean, dry and tidy.
- Drip trays are clean and dry.

BACK BAR

- Check spirits - replace empties and have replacements ready for bottles with low levels.
- Make sure spirits are grouped together properly.
- Prepare fresh fruit - good quality, washed and wedged.
- Ice bucket is filled with good quality ice.
- Bar caddies contain straws, stirrer, napkins etc.

DRAUGHT PRODUCTS / DISPENSING EQUIPMENT

- All line cleaning has been completed.
- Pumps and taps are working.
- Fresh, full barrels are connected.
- Date/stock rotation procedures have been followed.
- Draught soft drinks are fully carbonated.

CHILLERS / FRIDGES

- Chillers are well stocked.
- Temperature is set to between 3° - 5°.
- Lights are switched on.
- Chilled glassware in the freezer.

TABLES

- Tables are clean.
- All tables have menus and tableware if appropriate

CLOSING UP CHEAT SHEET

Guests may be gone but your shift isn't over yet! It's time to clean, restock and organise so your venue is ready for action the next day. Your colleagues will thank you for it!

BAR

- Clean, dry and tidy bar.
- Ensure all open drinks are sealed and put away in their correct places.
- Clean the bar and wash drip trays.

GLASSWARE

- Clean, dry and put all glassware away.

FRESH FRUIT AND GARNISH

- Clean the area where fresh fruit is prepared.
- Put away any fruits that can be stored.
- Dispose of any waste, fruits and garnishes.

DRAUGHT PRODUCTS / DISPENSING EQUIPMENT

- Clean the equipment with hot, soapy water then rinse dry and sanitise.
- Ensure all nozzles have been soaked in hot water - seperating different drink types and different colours of beers.

CASH REGISTER

- Cash has been removed from the cash register and your outlet's specified procedures have been followed.

TABLES

- Clean all tables.
- Ensure all tables are set up for the next day including menus on tables and tableware if appropriate.

CHILLERS/ FRIDGES

- Check inventory levels and restock as necessary.

ELECTRICAL EQUIPMENT

- Turn off all electrical equipment, including air-conditioning, lights and sound systems.