

# SOP Template: Opening and Closing Bar Procedures

This SOP details **opening and closing bar procedures**, covering the preparation of the bar area, equipment and stock checks, cleaning and sanitizing protocols, cash handling and reconciliation, staff roles and responsibilities, security measures, and final inspection tasks. The goal is to ensure a smooth start-up and shutdown process that maintains quality service, safety standards, and operational efficiency at the bar.

## 1. Opening Procedures

### 1.1 Preparation of Bar Area

- Unlock bar and ensure all necessary lights and equipment are turned on.
- Set up all bar stations with clean bar mats, tools, and glassware.
- Inspect bar furniture and seating; arrange as per floor plan.

### 1.2 Equipment and Stock Checks

- Check and replenish ice bins, garnishes, napkins, straws, and other consumables.
- Restock all spirits, beers, wines, and mixers according to the par levels.
- Inspect equipment (POS, coolers, blenders, etc.) for functionality.
- Record and report any shortages or damages to management.

### 1.3 Cleaning and Sanitizing Protocols

- Clean and sanitize all surfaces including bar counters, sinks, and taps.
- Check and clean glass washer and ensure detergent levels are adequate.
- Ensure all glassware, utensils, and tools are cleaned and sanitized.

### 1.4 Cash Handling

- Collect opening cash float and verify the amount against records.
- Set up cash registers and perform system login.

### 1.5 Staff Briefing

- Conduct team meeting to review shift assignments and any daily specials or promotions.
- Confirm understanding of duties and safety protocols.

## 2. Closing Procedures

### 2.1 Final Service & Preparation

- Check all tabs are closed and guests have departed.
- Remove and store garnishes, close and label spirit bottles.

### 2.2 Cleaning and Sanitizing Protocols

- Deep clean all bar surfaces, sinks, and glassware.
- Empty and sanitize ice bins and bar mats.
- Clean and turn off all equipment as necessary.
- Take out trash and recycling as per disposal policy.

### 2.3 End-of-Day Cash Handling and Reconciliation

- Close out all sales on POS system and print end-of-day reports.
- Count the cash drawer and prepare bank deposit as per standard procedures.
- Report any discrepancies to management immediately.

## 2.4 Security Measures

- Check all doors, windows, and storage areas are secured.
- Set alarm systems as per protocol.
- Ensure all confidential documents and cash are secured.

## 2.5 Final Inspection

- Conduct a walk-through of the bar to ensure cleanliness and order.
- Complete the closing checklist and sign off with management or supervisor.

## 3. Roles and Responsibilities

- **Bar Manager/Supervisor:** Oversee opening and closing activities, handle cash reconciliation, and complete checklists.
- **Bartenders:** Responsible for station setup, inventory checks, and cleaning their areas.
- **Barbacks/Support Staff:** Assist in stocking, cleaning, and bar setup/close-down duties.

## 4. Documentation & Checklists

- Maintain daily opening and closing checklists and submit for management review.
- Log any incidents, shortages, or maintenance issues.

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**Reviewed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_