

Standard Operating Procedure (SOP)

Standard Drink Preparation and Garnishing Instructions

This SOP details the **standard drink preparation and garnishing instructions**, covering the precise measurement of ingredients, mixing techniques, glassware selection, and the application of appropriate garnishes to enhance presentation and flavor. The procedure ensures consistency, quality, and customer satisfaction in beverage service by adhering to standardized methods for every drink prepared.

1. Purpose

To provide staff with clear and consistent guidelines for the preparation and garnishing of standard drinks to maintain quality and presentation in beverage service.

2. Scope

This SOP applies to all bar and beverage service staff responsible for the preparation, serving, and presentation of drinks.

3. Responsibilities

- Bar staff must follow all drink preparation and garnishing instructions precisely.
- Supervisors and managers are responsible for training and monitoring adherence to these procedures.

4. Equipment & Materials

- Bar tools (jigger, shaker, muddler, bar spoon, strainer, etc.)
- Measuring cups/jiggers
- Assorted drinkware (glasses per drink specifications)
- Ingredients (liquors, mixers, syrups, garnishes)
- Ice
- Garnishing tools (zester, peeler, tongs, picks)

5. Procedure

1. **Sanitize hands** and ensure work area and tools are clean.
2. **Select the correct glassware** for the specified drink type (see Reference Table 1 below).
3. **Measure ingredients** accurately using a jigger or measuring tool according to the recipe standard.
4. **Prepare the drink** using the appropriate technique:
 - Shaken: Combine ingredients with ice in a shaker, shake vigorously, and strain.
 - Stirred: Combine ingredients with ice in a mixing glass, stir until chilled, and strain.
 - Built: Pour ingredients directly into the serving glass over ice.
 - Blended: Blend ingredients with ice to specified consistency.
5. **Add ice** to the glass as specified in the drink recipe.
6. **Apply appropriate garnish** using clean tools or gloves (see Reference Table 2 below).
7. **Serve immediately** ensuring neat presentation and correct temperature.

6. Reference Tables

Table 1: Standard Glassware Selection

Drink Type	Recommended Glassware
Martini	Martini Glass
Old Fashioned	Rocks/Old Fashioned Glass
Highball	Highball Glass

Margarita	Margarita Glass
Wine	Wine Glass (Red or White)

Table 2: Common Garnishes

Drink	Typical Garnish
Gin & Tonic	Lime wedge or wheel
Martini	Olive or lemon twist
Margarita	Lime wheel; salt rim
Old Fashioned	Orange slice and cherry
Mojito	Mint sprig and lime wheel

7. Quality Control

- All staff should be periodically observed for adherence to SOP.
- Customer feedback regarding drink quality and consistency should be reviewed regularly.

8. Health & Safety

- Always use fresh ingredients and garnishes.
- Maintain clean hands and tools to prevent cross-contamination.
- Dispose of any unused garnishes at the end of each shift.

9. Revision History

Version	Date	Description
1.0	2024-06-10	Initial document release