

Bartender Opening and Closing Checklist - SOP

This SOP details the **bartender opening and closing checklist**, covering essential tasks such as preparing the bar area, stocking supplies, checking equipment functionality, ensuring cleanliness and hygiene standards, conducting cash handling and reconciliation, securing the premises, and documenting any discrepancies or maintenance needs. The goal is to ensure a smooth shift transition, maintain service quality, and uphold safety and operational standards in the bar.

Opening Checklist

Task	Details	Completed
Arrive & Sign In	Arrive on time and clock in. Review any manager notes from previous shifts.	<input type="checkbox"/>
Inspect Bar Area	Check overall cleanliness, safety hazards, and bar setup. Remove any debris.	<input type="checkbox"/>
Sanitize Surfaces	Wipe down counters, bar tops, and seating areas with approved sanitizers.	<input type="checkbox"/>
Stock Bar Supplies	Restock liquor, beer, wine, mixers, glassware, ice bins, garnishes, napkins, and straws.	<input type="checkbox"/>
Check Equipment	Inspect sinks, refrigerators, ice machines, POS terminals, and other bar equipment for functionality.	<input type="checkbox"/>
Prepare Garnishes	Slice fruits and prepare necessary garnishes for the shift. Store properly.	<input type="checkbox"/>
Set Up Registers	Count cash drawer to starting amount and log totals. Report discrepancies immediately.	<input type="checkbox"/>
Set Tables/Bar Top	Ensure all menus, coasters, and bar tools are clean and in place.	<input type="checkbox"/>
Open Bar	Unlock bar as required and ensure the bar is ready for service guests.	<input type="checkbox"/>

Closing Checklist

Task	Details	Completed
Last Call & Service End	Announce last call and stop serving at designated time.	<input type="checkbox"/>
Clear and Wash	Clear all drinks, glasses, and trash from bar and tables. Wash and sanitize glassware and utensils.	<input type="checkbox"/>
Sanitize Surfaces	Wipe down all surfaces, appliances, and bar tools.	<input type="checkbox"/>
Restock Supplies	Replenish bottles, beer, mixers for next shift. Cover and store perishables securely.	<input type="checkbox"/>
Check Equipment & Shut Down	Turn off non-essential equipment, check and empty ice bins, secure fridges/coolers.	<input type="checkbox"/>
Cash Handling & Reconciliation	Count register cash, reconcile with POS reports, and record in log. Prepare deposit as required.	<input type="checkbox"/>
Lock Up Stock & Premises	Secure all alcohol cabinets, bar area, and doors. Set alarms if required.	<input type="checkbox"/>
Report & Document	Log any maintenance issues, discrepancies, or incidents in the shift report for management.	<input type="checkbox"/>
Sign Out	Clock out at end of shift and notify manager of shift completion.	<input type="checkbox"/>

Documentation & Notes

- All discrepancies and maintenance needs must be reported on the shift log and communicated to management.
- Checklists must be physically checked off and submitted at the end of each shift.
- Follow local health, safety, and alcohol service regulations at all times.

This template can be printed or digitized for daily use. Customize as required to fit your establishment.