

SOP Template: Restock Bar Shelves, Fridges, and Ice; Check Inventory and Note Shortages

This SOP details the procedure to **restock bar shelves, fridges, and ice**, including checking inventory levels and noting any shortages. It ensures the bar remains fully stocked and operational by regularly replenishing supplies, maintaining organized storage, and promptly identifying items that need reordering to support efficient service and customer satisfaction.

Purpose

To maintain a well-stocked and organized bar by regularly restocking all shelves, fridges, and ice bins, and by identifying inventory shortages to ensure continuous service and customer satisfaction.

Scope

This procedure applies to all bartenders and bar staff responsible for inventory management and daily bar setup.

Responsibilities

- All bar staff must follow this SOP at the beginning and end of each shift, and during lull periods as needed.
- Supervisors should review shortages and approve reorders.

Required Materials & Equipment

- Inventory checklist (printed or digital)
- Pen or tablet for notes
- Bar key or access card
- Carts or trays for transporting stock
- Gloves (for handling ice)

Procedure

1. **Prepare**
 - Gather an updated inventory checklist and necessary equipment.
2. **Check Bar Shelves**
 - Visually inspect shelves for low or empty items (liquors, spirits, mixers, wines).
 - Restock as needed from the storage area, facing labels forward and grouping similar items together.
 - Note any out-of-stock or low-stock items on the checklist.
3. **Check Fridges**
 - Open all fridges and verify levels of bottled/canned drinks, juices, garnishes, and perishables.
 - Restock items to ensure all fridges are fully replenished, rotating older stock to the front.
 - Record any low or depleted items.
4. **Check and Refill Ice**
 - Inspect all ice bins for adequate supply.
 - Safely refill each bin from the ice machine as required, using gloves and the provided scoop.
 - Ensure ice bins are not overfilled to avoid spillage.
5. **Document Shortages**
 - Complete the inventory checklist, noting shortages and items requiring reorders.
 - Report any urgent shortages to the supervisor/manager immediately.
6. **Clean and Organize**
 - Wipe down shelves, fridges, and ice bin edges as necessary.
 - Ensure all items are neatly arranged and easy to access during service.
7. **Final Review**
 - Double-check restocked areas before service resumes or shift ends.

Documentation Example

Item	Current Qty	Min Qty	Status	Notes
Vodka (1L)	2	4	Shortage	Order 2 more bottles
Bottled Beer	24	24	OK	--
Fresh Limes	6	10	Low	Order today
Ice (kg)	Full	Full	OK	Refilled

Safety & Hygiene

- Always wear gloves when handling ice.
- Follow safe lifting practices when moving heavy items.
- Clean up any spills immediately to prevent slips.

Review & Updates

This SOP should be reviewed quarterly and updated as needed to reflect changes in operations, inventory, or supplier arrangements.