

Standard Operating Procedure (SOP): Bar Setup, Stocking, and Inventory Protocols

This SOP details **bar setup, stocking, and inventory protocols** to ensure efficient and organized bar operations. It covers correct bar arrangement, stocking procedures for beverages and supplies, regular inventory checks, restocking schedules, and waste management. These protocols aim to maintain product availability, reduce losses, and streamline workflow for bartenders and staff, ensuring a high-quality customer experience and effective resource management.

1. Bar Setup Procedures

- Clean & Sanitize:** Ensure all surfaces, tools, and glassware are clean and sanitized before opening.
- Arrange Beverages:**
 - Organize spirits, liqueurs, and mixers according to the bar layout plan.
 - Label all bottles for easy identification.
- Stock Consumables:**
 - Set up garnishes, napkins, straws, stirrers, and other necessities.
 - Prepare and display fresh fruit garnishes for the shift.
- Glassware Placement:** Place clean glassware in designated areas for each drink type (cocktails, wine, beer, etc.).
- Check Equipment:** Ensure ice machines, blenders, and other equipment are operational.

2. Stocking Procedures

- Receiving Deliveries:**
 - Inspect deliveries for quality, quantity, and damage.
 - Record new inventory and update stock sheets.
- Stocking Shelves and Fridges:**
 - Adhere to FIFO (First In, First Out) guidelines for all items.
 - Arrange beverages and perishables by expiry date.
 - Top-off all bottles and replenish low stock as needed.
- Labeling:** Clearly label all syrups, purees, batch mixers, and open wine bottles with prep/use dates.

3. Inventory Protocols

- Regular Inventory Checks:**
 - Conduct opening, mid-shift, and closing inventory counts daily/weekly, as required.
 - Document discrepancies or breakage/loss immediately.
- Inventory Tracking Sheet:**

Product Name	Opening Stock	Received	Sold	Closing Stock	Comments
Gin	12	6	5	13	-

4. Restocking Schedules

- Check par levels and restock to maintain minimum inventory at all times.
- Schedule weekly or bi-weekly stock orders based on consumption trends.
- Assign responsibility for restocking to specific staff per shift.

5. Waste Management

- Track Waste:**
 - Log spillage, breakage, and expired products on waste sheets.
 - Report excessive waste or loss to management immediately.
- Disposal:**
 - Dispose of glass, plastic, and organic waste according to local regulations.
 - Maintain cleanliness of waste bins and disposal areas.

6. Review and Compliance

- Supervisors will review compliance with protocols weekly.
- Disciplinary measures will be taken for repeated non-compliance.
- All staff must sign off on this SOP and complete regular training.

Document Owner: Bar Manager

Effective Date: [Insert Date]

Review Date: [Insert Date]