

# SOP: Set Up Glassware, Bar Tools, POS Stations, and Cleaning Supplies

This SOP details the proper procedures for **setting up glassware, bar tools, POS stations, and cleaning supplies** to ensure efficient bar operation. It includes guidelines for arranging clean glassware, organizing essential bar tools, preparing POS systems for transactions, and stocking cleaning supplies for maintaining hygiene and safety throughout service hours.

## 1. Glassware Setup

- Collect all required glassware (e.g., wine glasses, rocks glasses, pint glasses, shot glasses) and verify they are clean and free of chips or cracks.
- Polish glassware as needed with a microfiber cloth to remove water spots.
- Arrange glassware by type and size in designated locations for easy access (e.g., shelves, racks, hanging holders).
- Ensure backup glassware is stored in a clean area, ready for quick restocking.
- **Do not place glassware near sinks or cleaning chemicals to avoid contamination.**

## 2. Bar Tools Organization

- Gather all necessary bar tools (e.g., shakers, strainers, muddlers, jiggers, bar spoons, bottle openers, pour spouts, cutting boards, knives).
- Sanitize all tools prior to use and inspect for cleanliness and damage.
- Arrange tools in assigned positions for efficient access (e.g., speed rails, tool caddies, drawer dividers).
- Label storage areas or tool stations for quick identification.
- Restock napkins, straws, picks, and garnishes as needed.

## 3. POS Station Preparation

- Power on POS terminals and ensure all systems are functioning; log in with your credentials.
- Check that printers have enough paper, ink, and are connected.
- Organize cash drawer (if in use): count cash float, arrange by denomination, and close drawer securely.
- Stock order pads, pens, and receipt holders at each station.
- Test connection to any integrated payment systems or handheld devices for wireless transactions.

## 4. Cleaning Supplies Stocking

- Verify availability of necessary cleaning supplies: sanitizing spray, towels, paper towels, glass cleaner, bar mats, gloves, and trash liners.
- Place sanitizing spray and clean cloths at designated cleaning stations behind the bar.
- Ensure sinks have soap dispensers filled and drying towels stocked.
- Double-check that trash and recycling bins are empty and liners replaced at the start of the shift.
- Designate a secure space for chemicals, away from food and glassware.

## 5. Final Checks

- Walk through the bar to confirm all stations are organized, supplies are stocked, and equipment is in working condition.
- Review safety protocols for handling glassware and chemicals with staff as needed.
- Report deficiencies or damages to the bar manager immediately.

**Adhering to these setup procedures will ensure a safe, hygienic, and efficient environment for both staff and guests throughout service.**