

BARTENDERS - OPENING DUTIES

TASKS TO BE COMPLETED	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
OPEN THE LOCKS ON FRIDGES & CABINETS							
ENSURE THAT ALL FRIDGES AND BAR EQUIPMENT ARE WORKING							
SET UP STATION & SET UP BOTTLES & DISPLAY (DUST & CORKS)							
ENSURE YOU HAVE MIS EN PLACE FOR THE DAY							
CHECK ALL PERISHABLE GOODS IE; FRUITS, PUREES, MILK...ETC							
WIPE ALL BAR TOPS							
ENSURE BAR CADDIES ARE CLEAN AND FULL (STRAWS/NAPKINS)							
CHECK GLASSWARE LEVELS ARE CORRECT FOR DAY							
CHECK TILL THAT CASH FLOAT IS CORRECT & PRINTER IS ON, CHECK TILL ROLLS AND MAKE SURE CREDIT CARD MACHINE IS CHARGED							
ENSURE ALL ORDERS FROM STORE AREA ARE IN THE BAR AS PER PAR LEVELS BY 11:30 AM							
PREPARE FRUIT/GARNISHES FOR THE DAY & CHECK QUALITY							
CHECK RESERVATIONS & ENSURE YOU ARE PREPARED							
BARTENDER TO BE IN UNIFORM READY FOR BRIEFING							
BARTENDER SIGN							
MANAGER SIGN							

**A BARTENDER SHOULD ALWAYS STAY BUSY!!
THERE IS ALWAYS SOMETHING TO DO!!**

BARTENDERS - CLOSING DUTIES

TASKS TO BE COMPLETED	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
REFILL ALL FRIDGES							
FILL REQUISITION SHEET ACCORDING TO STOCK PAR LEVELS							
ENSURE ALL CORRECT STORAGE PROCEDURES ARE FOLLOWED							
CLEAN ALL BAR EQUIPMENT INCLUDING JUICING MACHINES & BLENDERS							
CLEAN ALL BAR STATIONS AND ENSURE BAR FLOOR MATTS ARE REMOVE AND CLEAN							
MAKE SURE CLOSING COUNT FOR CIGARETTES IS DONE							
ENSURE ALL SPIRITS & LIQUERS ARE LOCKED AWAY							
ENSURE ALL FRUIT IS STORED AWAY CORRECTLY (FRIDGE)							
LOCK ALL FRIDGES & CABINETS							
CLING FILM ALL STATIONS							
MAKE SURE KEG ROOM IS ARRANGE, CLEAN AND TIDY							
DOUBLE CHECK NOTHING HAS BEEN LEFT OUT							
ASK MANAGER ON DUTY TO CHECK YOUR AREA OUT BEFORE LEAVING							
BARTENDER SIGN							
MANAGER SIGN							

Triple check everything is locked before leaving the property.