

# BARTENDER CLOSING CHECKLIST

**Week Beginning** \_\_\_\_\_

	MON	TUE	WED	THU	FRI	SAT	SUN
<b>Opening Procedures:</b>							
Pull all bar mats and run them through the dishwasher							
Bring floor mats outside to spray down (unless you have a night cleaning crew)							
Burn all ice in bins							
Wash and put away all glassware							
Bring all silverware/dishes/bus tubs to dishwasher							
Cover all fruit and garnishes and put away							
Put away all juices into cooler							
Empty trash and reline cans							
Run all bar tools, rimmers, and misc. utensils through dishwasher							
Wipe down EVERYTHING with soap and hot water – rails, bar, coolers, blenders, machines, stainless steel, soda guns, etc.							
Wipe down all liquor bottles							
Cover liquor bottles with pour spouts with plastic wrap or pour spout nipples							
Re-stock straws, napkins, coasters							

Re-stock back-up liquor, beer, wine, mixers							
Empty sink and wipe down							
Drain, wipe down and turn off dishwasher							
Sweep/mop floors (if no cleaning crew)							
Put bar stools up							
Close-out all checks, voids, comps							
Enter all credit card tips							
Count drawer and turn in bank to manager							
Turn off lights, signs, tv's, music							
Clock out							
Set alarm and lock all doors (unless manager is on duty)							