

# BARTENDER OPENING CHECKLIST

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

	MON	TUE	WED	THU	FRI	SAT	SUN
<b>Opening Procedures:</b>							
Unlock all doors and coolers							
Turn on lights, signs, tv, music							
Stock silverware/roll-ups & plate set-ups							
Stock menus (food and cocktail)							
Fill ice bins with ice							
Make sure bar is wiped down from the night before (check for stickiness)							
Cut and stock fruit							
Put out bar mats							
Stock and set-up other garnishes							
Prepare margarita rimmer							
Set-up bar tools – shakers, strainers, jiggers, stirrers, etc.							
Stock straws, napkins, coasters							
Stock back-up liquor, beer, wine (if not stocked the night before)							
Prepare juices and mixes (bloody mary, sweet/sour, simple syrup, etc.)							
Fill 3-sink tubs with soap, sanitizer and rinse water							
Make sure dishwasher is filled with sanitizer and hot water							



Stock necessary glassware and mugs							
Brew coffee							
Check back-up kegs and make sure they are in the coolers							
Check back-up Co2 tanks							
Get and count cash drawers							