



# Bar Service Standard Operating Procedure Checklist

## Pre-Service & Setup

Tasks to be completed before the bar opens for service, ensuring a clean and well-stocked environment.

### Ice Level Check

### Stock Levels - Beer (Kegs/Bottles)

### Stock Levels - Liquor Bottles (Count)

### Stock Levels - Mixers (Ounces/Units)

### **Glassware Check – Cleanliness & Quantity**

- All Glassware Clean & Sufficient
- Some Glassware Requires Cleaning
- Insufficient Glassware

### **POS System Startup & Test Transaction**

- System Operational & Test Successful
- System Requires Assistance

### **Last Deep Clean Date**

Enter date...

### **Bar Opening Time Confirmed**

## **Guest Greeting & Order Taking**

Procedures for welcoming guests, taking orders accurately, and providing excellent customer service.

### **Initial Greeting Phrase**

- Welcome to [Bar Name], what can I get for you?
- Hi, welcome! What would you like to drink?
- Good evening/afternoon, welcome! What can I offer you?

### Note Guest Preferences (if applicable)

Write something...

### Number of Guests in Party

Enter a number...

### Offer Food Menu?

Yes

No

### Identify any Dietary Restrictions/Allergies?

Vegetarian

Vegan

Gluten-Free

Nut Allergy

Dairy Allergy

None

### Record Any Special Requests

Write something...

### Repeat Order Back to Guest?

- Yes
- No

## Beverage Preparation & Service

Standardized methods for preparing cocktails, pouring drinks, and ensuring quality and consistency.

### Standard Pouring Technique

- Jigger Measurement
- Free Pour (Requires Manager Approval)

### Standard Jigger Size (oz)

### Detailed Instructions for Classic Cocktail Preparation (e.g., Old Fashioned)

### Garnish Availability (Check all that apply)

- Lemon Wedge
- Lime Wedge
- Orange Slice
- Maraschino Cherry
- Olives
- Other (Specify in LONG\_TEXT)

### Ice Quality

- Clear
- Cloudy
- Off-Spec (Report to Manager)

### Note any inconsistencies or deviations in beverage preparation

Write something...

### Time ice replenishment needed

## Responsible Alcohol Service

Guidelines and procedures for preventing over-service and adhering to legal requirements.

### Check if valid photo identification is presented by all guests appearing under the age of 25.

- Yes
- No

### Number of drinks served to a visibly intoxicated guest (if any).

Enter a number...

### Was a refusal of service necessary? (Due to intoxication or other reasons)

- Yes
- No

**If a refusal of service occurred, provide details (reason, guest response, actions taken).**

Write something...

**Did you observe any signs of intoxication in a guest (slurred speech, unsteady gait, etc.)?**

Yes

No

**Estimated BAC (Blood Alcohol Content) of guest(s) of concern (if assessed; \*not required, but helpful for documentation\*)**

Enter a number...

**Did you offer food and/or water to potentially intoxicated guests?**

Yes

No

**Time of last drink served to guest(s) of concern.**

## Cash Handling & POS Operations

Procedures for accurately handling cash, using the Point of Sale (POS) system, and processing transactions.

**Starting Cash Drawer Count**

Enter a number...

### Transaction Count Reconciliation

Enter a number...

### Total Cash Received

Enter a number...

### Credit Card Transactions Total

Enter a number...

### POS System Version

- v1.0
- v1.1
- v1.2
- v2.0

### Notes on Discrepancies (if any)

Write something...

### Cash Drop Method

- Direct to Safe
- Designated Runner
- Manager Approval

## Time of Cash Drawer Closure

# Bar Cleanliness & Maintenance

Daily, weekly, and monthly cleaning tasks to maintain hygiene and prevent equipment failure.

## Frequency of Floor Cleaning (times per shift)

Enter a number...

## Frequency of Glassware Polishing (times per week)

Enter a number...

## Areas to be cleaned daily:

- Bar Top
- Back Bar Shelves
- Under Bar
- Sink & Drains
- Ice Machine
- Glassware Storage

## Record any maintenance issues discovered:

Write something...

**Date of last deep clean of equipment (e.g., ice machine):**

Enter date...

**Condition of ice machine filters:**

- Good
- Fair
- Poor
- Needs Replacement

**Upload photo of back bar cleanliness check:**

 Upload File

**Water Pressure at Sink (PSI)**

Enter a number...

## Inventory Management

Procedures for stock rotation, monitoring usage, and ordering supplies.

**Initial Stock Levels (Liquor)**

Enter a number...

**Initial Stock Levels (Mixers)**

Enter a number...

### Par Levels - Vodka (Bottles)

Enter a number...

### Par Levels - Gin (Bottles)

Enter a number...

### Date of Last Inventory Count

Enter date...

### Notes on Stock Rotation Issues (e.g., slow-moving items)

Write something...

### Method for Stock Ordering (e.g., Automated, Manual)

- Automated
- Manual

### Minimum Order Quantity (MOQ) - Key Ingredient (e.g. Citrus)

Enter a number...

## Emergency Procedures

Actions to be taken in emergency situations, including spills, injuries, and security breaches.

### Identify Emergency Exit Routes

- Known and clearly marked
- Need review/improvement

### Spill Response Procedure Description

Write something...

### Fire Extinguisher Inspection Date

Enter a number...

### First Aid Kit Availability

- Fully stocked and accessible
- Needs restocking
- Unavailable

### Evacuation Drill Procedure Details

Write something...

### Contact Numbers Displayed

- Visible and updated
- Needs update
- Unavailable

## Security Breach Response Plan

Write something...

## Closing Procedures

Tasks to be completed at the end of the service period to ensure security and readiness for the next shift.

### Closing Time Confirmation

### Cash Drawer Count & Reconciliation

Enter a number...

### Incident Report (if applicable)

Write something...

### Equipment Shutdown Checklist

- Ice Machine
- Blenders
- Dishwasher
- Refrigeration Units
- POS System

### **Stock Levels (Record any low stock)**

- Adequate
- Low - Needs Ordering
- Critical - Urgent Ordering Needed

### **Notes on Bar Condition/Issues**

Write something...

### **Closing Bartender Signature**

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