



Bar Service Standard Operating Procedure

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)

Enter a number...

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

Write something...

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