

# Bar Standards Checklist

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## Staff & Service

Focuses on employee conduct, training, and service quality.

### Uniform Appearance and Cleanliness

- Compliant
- Needs Improvement
- Non-Compliant

### Average Table Turnaround Time (minutes)

Enter a number...



### **Greeting Guests Promptly**

- Always
- Frequently
- Sometimes
- Rarely
- Never

### **Customer Feedback regarding service (recent shift)**

Write something...

### **Adherence to Service Standards (e.g., offering refills, checking on guests)**

- Consistent
- Generally Compliant
- Needs Improvement
- Not Observed

### **Team Communication Issues Observed?**

- Misunderstandings
- Lack of Information
- None Observed

**Last Service Training Date**

Enter date...

**Employee Name (for feedback)**

Write something...

## Product Knowledge & Preparation

Ensures bartenders are knowledgeable about beverages and preparation is accurate.

**Describe the process for making the signature cocktail.**

Write something...

**What is the standard pour size for a single shot of spirits (in ml)?**

Enter a number...

**Which of the following ingredients are essential for a Margarita?**

- Tequila
- Lime Juice
- Orange Liqueur
- Simple Syrup
- Grenadine

**What is the recommended temperature for storing white wine?**

- 5-7°C (41-45°F)
- 10-13°C (50-55°F)
- 15-18°C (59-64°F)
- 20-24°C (68-75°F)

**Explain the difference between a Gin and Vodka Martini.**

Write something...

**What is the ABV (Alcohol By Volume) of the house red wine?**

Enter a number...

## Bar Setup & Cleanliness

Covers the physical condition of the bar area and adherence to hygiene standards.

**Ice Machine Sanitation Frequency (days)**

Enter a number...

### Glassware Condition - Overall Assessment

- Excellent
- Good
- Fair
- Poor

### Notes on Bar Surface Cleanliness

Write something...

### Floor Cleanliness – Evidence of Spills?

- Yes
- No

### Photograph of Bar Area (Current Condition)

 Upload File

### Temperature of Refrigeration Units (°C)

Enter a number...

### Evidence of Pest Control Measures?

- Yes
- No

### Details of any observed issues and corrective actions taken

Write something...

## Responsible Alcohol Service

Focuses on legal compliance and preventing intoxication and underage drinking.

### Staff trained in responsible alcohol service?

- Yes
- No
- Pending

### Number of staff with responsible service certification:

Enter a number...

**Date of last responsible service training for staff:**

Enter date...

**Are ID checks consistently performed for patrons appearing under 21?**

- Always
- Often
- Sometimes
- Rarely
- Never

**What methods are used for age verification?**

- Photo ID (Driver's License)
- Passport
- Other Government-Issued ID
- None

**Procedure for refusing service to intoxicated patrons:**

Write something...

**Are intoxicated patrons offered food and non-alcoholic beverages?**

- Always
- Often
- Sometimes
- Rarely
- Never

**Record of any incidents related to underage drinking or over-service (if applicable):**

Write something...

## Inventory Management

Addresses stock control, wastage reduction, and accurate ordering.

**Initial Stock Count (Beer)**

Enter a number...

**Initial Stock Count (Spirits)**

Enter a number...

### Initial Stock Count (Wine)

Enter a number...

### Par Levels (Beer) - Minimum Stock

Enter a number...

### Par Levels (Spirits) - Minimum Stock

Enter a number...

### Last Inventory Audit Date

Enter date...

### Wastage Rate (Estimated %)

Enter a number...

### Stock Rotation Method

- FIFO (First In, First Out)
- FEFO (First Expired, First Out)
- Other (Specify)

### Notes on Recent Stock Issues / Discrepancies

Write something...

# Guest Experience & Ambiance

Covers aspects related to the overall atmosphere and guest satisfaction at the bar.

## Average Wait Time for Drinks (minutes)

Enter a number...

## Music Volume Level

- Too Loud
- Appropriate
- Too Quiet

## Guest Feedback Summary (recent)

Write something...

## Ambiance Aspects Assessed

- Lighting
- Décor
- Seating Comfort
- Cleanliness
- Noise Level

### Overall Guest Satisfaction (visual assessment)

- Excellent
- Good
- Average
- Needs Improvement

### Specific Requests/Complaints Noted

Write something...

## Point of Sale (POS) & Transactions

Relates to the accuracy and efficiency of bar transactions and payment processing.

### Average Transaction Time (seconds)

Enter a number...

### POS System Version Used

- v1.0
- v2.1
- v3.5
- Other - Specify in Long Text

### Daily Sales Reconciliation Discrepancy (amount)

Enter a number...

### Details of any POS system errors or issues encountered today

Write something...

### Cash Drawer Start Amount Verification?

- Verified and documented
- Not verified
- Not applicable

### Number of voids processed

Enter a number...

### Reason for voids

Write something...