✅ ChecklistGuro

Bar Standards

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...