Bar Closing Checklist – Pompano Beach

Day: _______ Date: ___________ Closing Bartender: ___________________
Closing Manager: ___________________

___ Clean and detail fruit tray and spray fruit fly spray as needed around service well.
___ Fill straws, stirrers, bamboo picks and bev naps
___ Clean entire blender and surrounding area and replace linens as needed.
___ Empty linen bin and bus tub
___ Fill center well with house wine from cabinet
___ Empty both screens in dishwasher and rinse. Disassemble other dishwasher parts clean thoroughly and replace.
___ Organize and fill dry goods shelves (linen, plates, rollups, sugar caddies, towels, etc.)
___ Bar chairs should be wiped down every night
___ Clean and detail all sinks including all faucets & stainless steel.
___ Clean and detail all wells
___ Wipe down all soda guns, hoses and nozzles. Soak in club soda overnight.
___ Remove bottles, clean speed rails and wipe all bottles
___ Restock both coolers with beer, wine and n/a items
___ Wipe down cooler doors inside and out as well as gaskets
___ Throw away any leftover food/beverage left in any coolers
___ Move berries from glass chiller to cooler and turn off glass chiller.
___ Kick plate & outside bar wall wiped down
___ Red candle/ receipt holder cleaned nightly
___ Salt & pepper shaker caps wiped down nightly
___ No debris anywhere under sinks or on floor
___ White pipes under bar that lead into floor drain need to be wiped down and shouldn’t have any debris on them
___ Remove chewing gum under bar ledge
___ Check dishwasher chemicals and replace as needed
___ Make sure all labels on the well rack are correct
____ Clean & wipe down back mirrors and glass shelves
____ Red wines need to be vacuumed vented
____ Wipe all countertops and bar top
____ Neatly organize all bottles & make sure they’re facing front with labels out
____ Marry all juice and fruit containers, cover and store properly
____ Wash all emptied containers and store neatly
____ Organize area above glass chillers and remove clutter (pens, pencils, calculators, staples, etc.)
____ Cork all open wine bottles (red and white)
____ Take all juices and squeeze bottles to walk-in cooler
____ Fill out bar hours book and turn in with cash out and bar drawer
____ Leave any notes necessary for opening bartender for following day.
____ Put saran wrap or cone cups on all open liquor bottles including grenadine and lime juice
____ Fold linen and set up bar with linen and rollups
____ Clean and detail beer tap, grate and trough
____ Throw away used candles
____ Take out trash
____ Remove bar mats including counter mats and wash and scrub and mop floor (or pay designated individual to do so)
____ Wait to verify night deposit drop for closing manager
____ Everything on bar shelves needs to be symmetrical