

Date: _____ / _____ / _____

Name: _____

Shift: AM PM**1. Personal Preparation****15 min before open**

- Clock in and review shift notes/86'd items
- Uniform complete and professional appearance checked
- Wash hands thoroughly
- Review reservations and any special events

Initials: _____

2. Cash & POS Setup**First priority**

- Count opening cash drawer: \$_____
- Verify drawer matches expected amount
- Log into POS system
- Run test transaction (void after)
- Check receipt paper supply
- Verify credit card machine is working
- Confirm gift card system is operational

Initials: _____

3. Equipment Check**Before stocking**

<input type="checkbox"/> Ice machine full and operational	<input type="checkbox"/> Coffee/espresso machine ready
<input type="checkbox"/> Glasswasher/dishwasher running	<input type="checkbox"/> Frozen drink machines on
<input type="checkbox"/> Draft beer system pressurized	<input type="checkbox"/> Speed wells in place
<input type="checkbox"/> Refrigeration temps verified	<input type="checkbox"/> Bar lights/ambiance set
<input type="checkbox"/> Blenders clean and working	<input type="checkbox"/> Music/TV systems on

Initials: _____

4. Bar Stock - Spirits

<input type="checkbox"/> Vodka bottles full/stocked	<input type="checkbox"/> Scotch stocked
<input type="checkbox"/> Gin bottles full/stocked	<input type="checkbox"/> Cognac/Brandy stocked
<input type="checkbox"/> Rum (light/dark/spiced) stocked	<input type="checkbox"/> Liqueurs (triple sec, amaretto, etc.)
<input type="checkbox"/> Tequila (blanco/reposado) stocked	<input type="checkbox"/> Specialty spirits for features
<input type="checkbox"/> Whiskey/Bourbon stocked	<input type="checkbox"/> Back bar display bottles faced

Initials: _____

5. Bar Stock - Beer & Wine

- Draft lines checked (no foam)
- Draft beer keg levels checked
- Bottled beer cooler stocked
- Bottle beer labels facing out
- House wines stocked (red/white/rosé)
- Wine by-the-glass bottles open/fresh
- Champagne/sparkling stocked
- Wine chillers set to temp

Initials: _____

6. Mixers & Juices

- Fresh citrus juiced (lemon/lime)
- Orange juice fresh/stocked
- Cranberry juice stocked
- Pineapple juice stocked
- Grapefruit juice stocked
- Tomato juice/Bloody mix ready
- Simple syrup filled
- Grenadine stocked
- Soda gun syrup levels checked
- Tonic/club soda stocked
- Ginger beer/ale stocked
- Energy drinks stocked
- Cream/half-and-half fresh
- Specialty syrups filled

Initials: _____

7. Garnishes & Prep

- Lemon wheels/wedges cut
- Lime wheels/wedges cut
- Orange wheels/twists prepped
- Cherries stocked
- Olives stocked
- Cocktail onions stocked
- Celery/pickles for Bloodies
- Mint fresh and prepped
- Fruit flags/skewers made
- Salt/sugar rims prepped
- Garnish containers filled with ice
- All garnish containers dated

Initials: _____

8. Glassware & Supplies

- Rocks glasses polished/stocked
- Highball glasses polished/stocked
- Wine glasses polished/stocked
- Martini glasses polished/stocked
- Pint glasses stocked
- Shot glasses stocked
- Specialty glassware ready
- Shaker tins clean
- Mixing glasses clean
- Jiggers/pour spouts clean
- Strainers clean
- Muddlers clean
- Bar spoons clean
- Bottle openers in place
- Wine keys accessible
- Cutting boards sanitized

Initials: _____

9. Bar Top & Service Area

- Bar top wiped and sanitized
- Bar stools straightened
- Cocktail napkins stocked
- Straws stocked
- Coasters in place
- Menus clean and stocked
- Table tents/specials displayed
- Condiments filled (bitters, etc.)
- Service mats clean
- Trash cans emptied/lined

Initials: _____

10. Sanitation & Safety

- Sanitizer buckets filled (proper concentration)
- Bar towels stocked
- Floor mats clean and in place
- Floor swept/mopped
- Drain covers in place
- Hand sink stocked (soap/towels)
- First aid kit accessible
- Fire extinguisher visible/accessible

Initials: _____

11. Communication & Final Check

- Review 86'd items list
- Review daily specials and features
- Check for VIP reservations or events
- Communicate with kitchen on food availability
- Review happy hour pricing/times
- Service well ice filled
- Backup ice bucket filled
- All refrigerator doors closed properly
- Walk the bar - visual final inspection

Initials: _____

Notes / 86'd Items

Opening Complete

All tasks completed and bar is ready for service.