

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

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

Initials: \_\_\_\_\_

## 6. Mixers & Juices

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

Initials: \_\_\_\_\_

## 7. Garnishes & Prep

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

Initials: \_\_\_\_\_

## 8. Glassware & Supplies

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

Initials: \_\_\_\_\_

## 9. Bar Top & Service Area

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

Initials: \_\_\_\_\_

## 10. Sanitation & Safety

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

Initials: \_\_\_\_\_

## 11. Communication & Final Check

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- ☐ 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

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## Opening Complete

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All tasks completed and bar is ready for service.

\_\_\_\_\_  
Bartender Signature

\_\_\_\_\_  
Time Completed

\_\_\_\_\_  
Manager Verification