# Opening Duties

* Complete Weekly Duty
* Turn on TVs and music, check level is appropriate
* Unplug draft taps and set up mats

Glass Washer

* Flush 3 times, set up and start up dishwasher
* Check bottles of soap if dishwasher needs refills below

Expo

* Set up empty boxes for beer bottles and wine bottles
* Set up recycling boxes and garbage

Garnishes

* Cut 5-6 lemons and limes wedges and wheels, cut orange half wheels, small amount of cherries
* Always have 2 jars of vegetables skewers for Caesars
* Put garnish bins into garnish holder with ice beneath to keep cool

General Bar area

* Organize glassware racks
* Fill up ice bin and break up ice cubes
* Get 2 clean rags
* Wipe down bar, fridges and bar top
* Check celery spice rimming tray that it is full- refill if needed, if clumpy, empty and refill
* Check caddies are clean and full
* Restock coffee filters and coffee packets neatly & make large pot of coffee
* Put smoothie machine on “ICE”

Dining Room

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Opener

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Opener Initials

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Take down chairs
* Check every table is set to standard
* Windex windows
* Fill candy at front door

Patio

* Do Patio Opening Checklist (if applicable)

Exterior

* Chalkboard and mats
* Sweep entire perimeter

# Closing Duties

* Complete Weekly Duty

Restock & Beer Fridge

* Restock beer and pop and juices from back beer fridge
* Organize Fridge
* Empty Beer Run off pitcher in beer fridge

General Bar

* Restock Napkins, coffee creams, sugars and sweeteners
* Empty coffee pot and filter wash in back dishwasher- turn off coffee machine

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Closer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initials

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Clean and fill caddies
* Wash trays
* Clean and take a part and turn off dishwasher and leave to dry at night
* Roll up floor mats for night cleaners
* Empty garbage and take out recycling
* Melt and clean ice bin(s)
* Restock straws, kids cups, lids- make sure bins are neatly stocked
* De-clutter the area around the bar POS

Garnishes & Bottles

* Transfer Garnishes to cups and wash entire tray through back dishwasher
* Store lemons and limes in fridge for next day use – put on saran wrap
* Put all ingredient bottles back into fridge

Stainless Steel

* Polish stainless steel: countertops, around beer taps and fridge fronts

Draft

* Pour hot water and vinegar on draft trough, stand up to air dry- wipe dry and Plug beer taps
* Unscrew pop gun and wash out, if sticky rinse in vinegar +water
* Wash all mats through back dish

Bar well

* Empty out well and wipe down
* Empty out red cups and replace with clean ones
* Put rags to laundry

Dining Room

* Check all salts. Check all peppers. Check all vinegars. Check all ketchups. Check all side plates
* Wipe down all POS computers
* Wipe down games in party room
* Put up chairs
* Ensure booth seats are clean
* Do rollups

Patio

* Do Patio Closing Duties (if applicable)

Take Out Station

* Wet naps, napkins, take out menus and containers are stocked
* Shelves are clean