



Standard Operating Procedure: Bartender Opening Bar Setup	Effective date: 11/05/2007	Revised Date: 9/28/2009
Location: ALL	Approval Date: 9/29/2009	<i>Memo Seely</i>

I. PURPOSE:

To ensure that bars are setup properly for the bartender who is to come on for each shift.

II. PROCEDURE:

- A.** Fill three compartment sink as follows:
 Dish Soap-Hot water
 Clean water- Cold water
 Sanitizer-Cold Water (Test water with sanitizer strip, water should be at 200ppm. If not add more sanitizer until the water reaches the correct level.) Document the information into the sanitizer log.
 Sanitizer needs to be changed at least every two hours.
- B.** Fill ice wells with ice
- C.** Cut lemons and limes for the entire day, place into storage container and date dot with the date, time and name.
- D.** Stock fruit – one container of each:
 - 1.** Lemons
 - 2.** Limes
 - 3.** Cherries
 - 4.** Olives
- E.** Check the date dots on all produce in the cooler, pull any that are expired.
- F.** Fill a sanitizer bucket with water and sanitizer (Test water with sanitizer strip, water should be at 200ppm. If not add more sanitizer until the water reaches the correct level.)
- G.** Wash down all bar counter tops and tabletops with sanitizer.
- H.** Set up spill mats in front of each well
- I.** Stock sip sticks and milk straws per each well
- J.** Stock napkins
- K.** Stock matches
- L.** Stock sugar and Sweet `N Low
- M.** Fill store/pours with all juices and milk in each well, half-and-half in each well, and the backups in coolers
- N.** Ensure that each well is stocked with bottles of Rupleminze, Jagermeister, Goldschlager and all other chilled liquors in the cooler
- O.** Check all four wine levels; if needed, stock additional wine
 - 1.** Zinfandel
 - 2.** Chardonnay
 - 3.** Cabernet
 - 4.** Merlot
- P.** Stock beer coolers if needed
- Q.** Put a trashcan behind the bar, one for each well
- R.** If needed, stock bar with Guest Checks, stamped credit card imprint cards and register tape
- S.** Put plenty of clean towels at the bar
- T.** Make sure that all personal items are in the correct location and cannot be seen from the customers view.
- U.** Obtain a Spill log tracking sheet