

# AM Bar Opening Duty Sheet T2

DAY & DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

**ALL THE OPENING DUTIES MUST BE COMPLETED BY 1PM EVERYDAY!!!**

Unlock all doors, make sure the back door by big bathrooms is unlocked
Fill ice wells
Fill 3 sinks (left to right, 1-soapy water, 2-rinse water, 3-sanitizer)
Turn on all neon lights, pool lights, light fixtures, dart machines & AC's
Turn on all smoke eaters to high
Clean trash cans, bag them and set them out
Turn on ALL TVs to <u>sports channels</u>
<b>TURN SOME TV'S ON TO BOTH NTN CHANNELS 80 &amp;82</b>
Call NEWS JOURNAL if there is no newspaper <b>435-8686</b>
Put out ashtrays on all tables, around bar
Turn on beer bottle cooler lights
Cut limes, lemons & oranges; Fill olives & cherries (be sure to rotate fruit)
Stock at least 2 back up juices, label & date them with dry erase marker
Set up both wells with fruit trays & juices
Fill salt & pepper shakers & sugar container
Set up bloody mary condiments
Stock party mix in black bin
Stock food trays for snack mix
Stock computer printer & credit card machine paper
Stock matches, bev. naps, tooth picks, stir straws & big straws
Stock back up liquor (don't forget liquor in freezer)
Stock Jager machine & clean spouts
Stock white wines in cooler <b>(at least 3 bottles of each)</b>
Stock red wines <b>(at least 1 bottles of each)</b>
Put cases of beer in walk-in to chill as needed
Stock bathrooms with hand towels, toilet paper & soap!!!!
Brush pool tables & wipe down rails
Windex bottle beer & glasses cooler doors (including juice cooler)
Dust light fixtures above pool tables
Wipe off all bar stools
Fill out night bank balance sheet
<b>DO WEEKLY CLEANING DUTY FOR THIS DAY</b>

**Check all invoices against what actually comes in !**

Paper clip all invoices together & put in office

Write date on check stub & check number on invoice **write legible**

Initial or sign check stubs & invoices

# SHIFT CHANGE DUTIES

OUT	To be initialed by outgoing & incoming bartender!	IN
	Restock bottled beer cooler, don't forget red bull	
	Restock white wines in cooler & red wines	
	Restock fruit & juices as needed	
	Fill ice wells	
	Wash all glasses	
	<b>Take out trash and all boxes</b>	
	Wipe off bar & all dirty tables, dump ashtrays	
	Clean cocktail tables, remove dirty glassware	
	Take dirty towels to hamper in back	
	Double check paper towels, toilet paper & soap in bathrooms	
	Give night bartender any info about new stuff, walkouts, 86's, etc...	
	Fill out night bank balance sheet	

**Double check credit cards before doing cash out**  
**Print out 2 credit card reports, leave one in register, drop the other**  
**Double count all the cash & look under drawer before finishing cash out**  
**Do not drop sales before both PM registers have been cashed in**  
**Fill out DAILY BALANCE SHEET**  
**Bring to the office all invoices, paid out slips, etc...**

**NOTES:**

(PLEASE ADD ANYTHING THAT YOU THINK NEEDS TO BE ADDED, DELETED OR EDITED TO THIS OR ANY DUTIES LIST)

---

---

---

---

---

---

---

---

---

---

---

---

General Manager Spot Check

Discrepancies:

Sign \_\_\_\_\_ Date \_\_\_\_\_