

Bar Back Duty Sheet T1

DAY & DATE: _____

BARBACK NAME: _____

BARBACKS	
<u>During shift</u>	
	Check in w/bartender
	Change kegs
	Clear & wipe off tables
	Fill ice wells
	Keep bottled beer stocked
	Keep ice wells filled
	Stock beer
	Stock liquor as needed
	Take out trash cans as needed
	Collect & wash glassware
	Empty ashtrays on tables
	Clean all tables as needed (wipe down w/ towel)
	Check all bathrooms for paper and mess: 9pm 10pm 11pm 12pm 1pm

	<u>Closing Duties</u>
	Clean cocktail tables, booth tables & all little tables
	Wipe off ATM & change machine
	Wash all dishes
	Wash ALL juice pour spouts
	Wash all splash mats
	Wash all ashtrays, set them out to dry
	Clean sink & black scrub brush thing
	Stock bottled beer
	Organize walk-in cooler, restock empty shelves, throw away empty cases, 6-pack holders, etc...
	Take out all trash cans
	Check outside for trash
	Sweep around trash cans; Pick up trash behind bar
	Take dirty towels to hamper in office
	Turn off all TV's, neon lights, pool table lights, dart machines & AC's
	Turn off lights in the bathrooms & TV in men's room
	Lock all doors
	Turn off bottle beer cooler lights
	Turn off smoke eater
	<u>NIGHTLY CLOSING DUTIES for PATIO BAR</u>
	Collect & wash all glasses & ashtrays
	Clean bar top, table tops, big bar stools & chairs
	Turn off TV's, lights, neon's, & fans
	Turn off Ring Toss lights

	Sweep up cig. butts, trash,etc...
	Make sure gate is locked
	Lock both patio bar doors

General Manager Spot Check

Discrepancies:

Sign _____ Date _____