

Bar Back Duty Sheet T2

DAY & DATE:

BARBACK NAME:

<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 in bottle coolers and walk-in cooler shelves
	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
	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
	Pull mats, hose down mats outside, sweep/mop back bar, replace mats
	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
	Check restrooms for paper
	Turn off lights in the bathrooms
	Lock all doors
	Turn off bottle beer cooler lights
	Turn off all smoke eaters except one in main bar area

General Manager Spot Check

Discrepancies:

Sign _____ Date _____