

# AM BAR OPENING Duty Sheet T3

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

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

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

Unlock all doors, the right side of the front doors & patio door
Fill ice wells
Fill 3 sinks (right to left-1-soapy water, 2-rinse water, 3-sanitizer)
Turn on all neon lights, pool lights, light fixtures, dart machines & AC's
Turn on BOTH smoke eaters
Clean trash cans, bag them and set them out
Turn on ALL TVs to <u>sports channels 40,41,61,64,69 or satellite channels</u>
<b>TURN SOME TV'S ON TO BOTH NTN CHANNELS 80 &amp;82</b>
<b>Program satellite channels &amp; make TV sports guide for night &amp; day</b>
Turn on men's TV & put up sports page
Call NEWS JOURNAL if there is no newspaper <b>435-8686</b>
Put out ashtrays on all tables, around bar & in "golf room"
Turn on beer bottle cooler lights
Cut limes, lemons & oranges; Fill olives & cherries
Stock at least 2 back up juices, label & date them with dry erase marker
Set up both wells with fruit trays & juices
Wash bus tub that fruit & juices were in
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 in the cabinet <b>(at least 3 bottles of each)</b>
Put cases of beer in walk-in to chill as needed
Stock hand towel dispenser behind bar
Stock bathrooms with hand towels, toilet paper & soap!!!!
Fill out bathroom checklist throughout the shift <b>not needed if last step done</b>
Brush pool tables & wipe down rails
Windex bottle beer & glasses cooler doors
Dust light fixtures above cocktail tables, booths & pool tables
Wipe off all bar stools & booths
Clean the outside ashtrays with scooper
Fill out t-shirt inventory sheet
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

**PATIO**

	Make sure that bar top, table tops, stools & chairs are clean
	Put out ashtrays

**SHIFT CHANGE DUTIES**

**To be initialed by outgoing & incoming bartender!**

	Restock bottled beer cooler, don't forget red bull	
	Restock white wines in cooler & red wines in the well	
	Restock fruit & juices as needed	
	Fill ice wells	
	Wash all glasses	
	Take out trash as needed	
	Wipe off bar & all dirty tables, dump ashtrays	
	Clean cocktail tables, remove dirty glassware	
	Take dirty towels to hamper by office	
	Double check paper towels, toilet paper & soap in bathrooms	
	Give night bartender any info about new stuff, walkouts, 86's, etc...	
	Fill out 86 board	
	Turn on ring toss lights & front door awning light <b>and TV's</b>	
	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...**  
**LEAVE BOTH SETS OF KEYS!!!!!!!!!!!!!!!!!!!!!!!!!!!!**

**NOTES:**

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

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General Manager Spot Check

Discrepancies:

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