

AM BAR OPENING Duty Sheet T1

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>
TURN SOME TV'S ON TO BOTH NTN CHANNELS 80 &82
Program satellite channels & make TV sports guide for night & day
Turn on men's TV & put up sports page
Call NEWS JOURNAL if there is no newspaper 435-8686
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)
Put pour spouts back on Irish Cream bottles
Stock Jager machine & clean spouts
Stock white wines in cooler (at least 3 bottles of each)
Stock red wines in the cabinet (at least 3 bottles of each)
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
Make sure both bathroom exhaust fans are on
Put black mats in the men's room
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
DO WEEKLY CLEANING DUTY FOR THIS DAY

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
- Initial or sign check stubs & invoices

PATIO

	Make sure that bar top, table tops, stools & chairs are clean
	Put out ashtrays
	Turn on TV's & neon's
	Turn on fans if people go out there
	Make sure gate is locked

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 in 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 and TV's	
	Make sure patio gate is locked	
	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)

General Manager Spot Check

Discrepancies:

Sign _____ Date _____