

BARTENDING BASICS: GUIDELINES THAT PROFESSIONALS USE

3 CHECKLISTS FOR BARTENDERS OF ANY LEVEL!

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BAR OPENING CHECKLIST

- ☐ Make sure beer, wine and liquor products are appropriate for your shift and make organized.
- ☐ Turn on dishwasher. Let it warm up.
- ☐ Check in with kitchen for soup & special copy at bar for reference.
- ☐ Uncork beer taps (soak glass) and uncork.
- ☐ Grab bus bucket for bar (out of guest's view).
- ☐ Check bag levels for any that are low and replacement bag when needed.

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BAR CLOSING CHECKLIST

- ☐ Replace all products being closed. You will make your closing side-work.
- ☐ Empty/rinse bus bucket or have bar.
- ☐ Slower shifts should consist of cleaning bar. (ie. cleaning out or rotating beer/wine glassware, polishing glassware, etc.). There be doing if business is slow. If you do not know.
- ☐ Make sure you're rolling and stocking silverware, straws, beverage napkins, plates, etc.
- ☐ Keeping up with glassware; this includes service bar glass.
- ☐ Replenish ice as necessary.
- ☐ Pull trash & take out when full; replace correctly and working.
- ☐ Replace/stock printer paper, pens, notepads, and other POS items needed.
- ☐ Make sure all items that are opened, are properly closed, labeled, stored properly.
- ☐ Keep back bar organized and clean as this is a representation of your skill as a bartender.

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BAR CLOSING CHECKLIST

- ☐ Turn off dishwasher; leave open to prevent mold.
- ☐ Collect all damp rags and place in dirty linen bag or wherever appropriate.
- ☐ Close out all tabs and run shift report. Count cash drawer and make sure it matches what your report states you owe the house, then give report, drawer, credit card slips, cash due etc. to Manager on duty.
- ☐ Empty dump sink strainer, run through dishwasher, and clean/sanitize sinks.
- ☐ Remove all glassware mats, wipe underneath and run mats through dishwasher.
- ☐ Make sure POS is turned off, your station pens, wine keys, bottle openers, etc. and if kept organized (one closed and report is printed).
- ☐ Make sure bar is stocked with rolled silver beverage napkins, to go supplies, etc.
- ☐ Sweep behind bar make sure no bar stools up on bar top.
- ☐ Turn off TVs and lights.

BAR CLOSING CHECKLIST

- ☐ Turn off dishwasher; leave open to prevent mold.
- ☐ Collect all damp rags and place in dirty linen bag or wherever appropriate.
- ☐ Close out all tabs and run shift report. Count cash drawer and make sure it matches what your report states you owe the house, then give report, drawer, credit card slips, cash due etc. to Manager on duty.
- ☐ Empty dump sink strainer, run through dishwasher, and clean/sanitize sinks.
- ☐ Remove all glassware mats, wipe underneath and run mats through dishwasher.
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Bartending Procedures Manual

**Bowker Editorial Staff, R R Bowker
Publishing**



Bartending Procedures Manual:

The Restaurant Manager's Handbook Douglas Robert Brown, 2003 Accompanying CD ROM contains copies of all forms contained within the text Bartender Training Manual Ryan Dahlstrom, 2016-09-01 The Most Requested Training Manual in the Industry Today Bartender Training Manual Table of Contents INTRODUCTION TRAINING DEVELOPMENT Acceptable Bartending Standards Unacceptable Bartending Standards Techniques Resulting in Termination Three Strike Rules Personal Appearance Uniforms Pro Active Bartending Alcohol Consumption Tolerance Alcohol Awareness Policy Awareness Sequence of Service and Response WORKING THE BAR Bartender Sequence of Service Up Selling Suggestive Selling Terminology CONDUCTING TRANSACTIONS Register Operations Payment Methods Cash Handling Sequence Credit Card Preauthorization Credit Card Authorization for Total Amount Guest Check Presentation Delivery and Retrieval Credit Card Tip Policy Comps Voids PRICING STRUCTURE WELL SET UP BACK BAR SET UP Bottle Placement Diagram PREPARING DRINK ORDERS Drink Making Drink Service Delivery Bartender Customer Transaction Times ANATOMY OF A COCKTAIL Glassware Ice Garnishes RECIPES Shot Recipes Drink Recipes Signature Drinks SERVICE WELL SHIFT RESPONSIBILITIES Opening Shift Mid Shift End Of Shift Service Well Deep Cleaning Back Bar Cleaning Weekly Cleaning Health Department Compliance Garbage Cans Breaking Bottles TIP POOL CONCLUSION TEAM WORK INTEGRITY **Bartending Basics: A**

Complete Beginner's Guide Thomas Morrell, 2009-04-22 Thomas Morrell has spent over thirteen years in the restaurant and bar industry He has worked as a busboy dishwasher server host cook manager and most importantly as a bartender Over the years many people have asked him how they can become a bartender too This book is his answer Inside you will find information covering bartending tools and terminology Thomas customer service philosophy beer wine distilled spirits mixed drinks how to maximize your tips bartending working environments bartending professionalism responsible bartending finding work as a bartender P 4 of cover *Hospitality Employee Management and Supervision* Kerry L.

Sommerville, 2007-02-26 In many hospitality establishments one manager or supervisor is the entire human resources department making all the hiring and training decisions often without having a formal human resources background Filling this knowledge gap *Hospitality Employee Management and Supervision* provides both busy professionals and students with a one stop comprehensive guide to human resources in the hospitality industry Rather than taking a theoretical approach this text provides a hands on practical and applications based approach The coverage is divided into four sections legal considerations employee selection employee orientation and training and communication and motivation Each chapter in this lively and engaging text features Quotations Various practitioners in the hospitality industry highlight the chapter's focus Chapter Objectives and Summaries lay out key concepts and then at the end of each chapter review them HRM in Action features highlight real world HRM experiences that relate to the content presented in each chapter Tales from the Field Hospitality employees provide accounts of the various challenges they face in the industry Ethical Dilemmas Scenarios from

the hospitality industry which emphasize the role ethics plays in every aspect of the hospitality industry Practice Quizzes and Chapter Review Questions reinforce student comprehension of key concepts Hands On HRM Mini cases based on real world situations with discussion questions Chapter Key Terms Bolded within the chapter and then listed at the end of each chapter with definitions

Occupational Outlook Handbook United States. Bureau of Labor Statistics,2014 Reflects the latest employment projections P 4 of cover

The Locksley Nightclub, Bar, and Restaurant Security Handbook Robert A. McManus,Sean M. O'Toole,1995 The Nightclub Bar and Restaurant Security Handbook is the most comprehensive publication of its kind This book is a must for anyone who owns or operates a nightclub bar restaurant hotel casino or any venue where alcohol is served

A Meeting Planner's Guide to Catered Events Patti J. Shock,John M. Stefanelli,2008-10-20 Food and beverage is the largest portion of a meeting budget but most meeting and event planners have no formal background in purchasing and managing this expense This guide helps event meeting and convention planners save money negotiate contracts deal with catering managers and successfully manage the food and beverage aspect of their event Covering everything from styles of service to on premise and off premise considerations to food and beverage contract negotiation this book is a comprehensive and accessible reference for event planners and students

The Convention Manual of Procedure, Forms and Rules for the Regulation of Business in the Sixth New York State Constitutional Convention, 1894: v. 1-2 American constitutions New York (State). Constitutional Convention,1894

Personnel Training Manual for the Hospitality Industry Jack E. Miller,Mary Walk,1991 This practical handbook with emphasis on the day to day running of an operation is filled with operational material that has been tried and used successfully Its purpose is to discuss labour management and training systems to enable supervisors to select the team that best fits their operation This book introduces the operator to the best training methods available It works with what is best for the operator then implements a long term solution to the difficult problems faced by employee and employer

Ohio Procedure Manuals ,1965

The Professional Host CBI Publishing Company,1981 Abstract The most important aspects of dining room service are defined documented and explained in this comprehensive text designed to encourage students and professionals to develop new and innovative techniques to further professional growth The history and evolution of the foodservice industry is reviewed from ancient Egypt and Greece through the present Dining room organization is discussed responsibilities and duties of management staff kitchen staff and dining room staff maitre d Hotel captain waiter service attendant wine butler carver are outlined Personal characteristics of the professional host include attentiveness courteousness dependability economy efficiency honesty knowledge loyalty preparedness productivity quietness sensitivity skill tact and persuasiveness The operation and menus of different styles of foodservice classic gourmet grand luxe personality reliability filling station are outlined The following components of dining room mise en place are described linens serviceware table setting flowers and lighting Additional chapter topics include 1 safety and sanitation 2 menu composition and design 3 rules for restaurant

patron service 4 beverage service wine beer distilled spirits sake tea coffee 5 guest check writing and money handling 6 reservations 7 banquets 8 sales and controls and 9 management Effective methods of merchandising in the dining room such as gueridon service and tableside cookery are described Features include 1 descriptions and illustrations of standard covers for restaurant foodservice 2 photographs of proper procedures for selected guest services and 3 illustrated preparations of tableside dishes A glossary bibliography and subject index are included **aje** **The Restaurant Managers Handbook** Douglas Robert Brown, 1989 This comprehensive manual will show you step by step how to set up operate and manage a financially successful foodservice operation Charts Forms Extensive Resource Guide Six entirely new chapters 480 pages New companion CD ROM containing all the forms checklists form the book in ready to use format 118 Charts Forms Diagrams and Checklists *Ohio Procedure Manuals: Transportation facilities (1965)* , 1965 *Bo's BARTender Manual* David Bo Logsdon, 1996-06-01 BO S BARTENDER MANUAL by Bo Logsdon teaches the art of mixology 702 841 0702 FAX 702 883 2384 **Labor Relations Reference Manual** , 1992 Vols 9 17 include decisions of the War Labor Board **The New Millennium Bartender's Handbook** Dave Broom, 2003 The New Millennium Bartender s Handbook is a guide for anybody who wants to become a barman professional or amateur Although the central focus of the book will be on how to mix 500 different cocktails the book will feature issues such as storage of drinks hygiene the law glasses measures etc The last part of The New Millennium Bartender s Handbook will contain a selection of drinking games for parties [Subject Guide to Children's Books in Print 1997](#) Bowker Editorial Staff, R R Bowker Publishing, 1996-09 **Principles of Food, Beverage, and Labor Cost Controls for Hotels and Restaurants** Paul Dittmer, 1989 Gain the financial management skills you need to succeed as a hospitality professional Cost monitoring and cost control are indispensable components of the successful foodservice and hospitality manager s skill set Through five editions this book has been preparing students to enter the work force by helping them to develop these crucial financial management skills Continuing this tradition of excellence the Sixth Edition contains all of the features that have made Principles of Food Beverage and Labor Cost Controls the standard text on the subject including Explanations of terms concepts and procedures Step by step descriptions of tools and techniques used to control costs A unique modular format with each component covered in its own section Numerous skill building problems exercises and projects The book begins with a general introduction to key terms and concepts as well as basic procedures for analyzing cost volume profit determining costs and using cost to monitor foodservice and beverage operations The next two sections Food Control and Beverage Control outline a four step process for controlling each of the primary phases of a foodservice or beverage operation purchasing receiving storing issuing and production with specific techniques for each phase The final section focuses on labor cost controls and includes expert advice and guidance on setting performance standards monitoring performance and taking corrective action Principles of Food Beverage and Labor Cost Controls Sixth Edition equips culinary and hospitality management students with the knowledge and skills they need to perform one of the

most important aspects of their jobs **Hotel & Motel Management** ,1981 Includes an annual buyers guide issue in April 1980 *Harry Johnson's New and Improved Bartender's Manual; or, How to Mix Drinks of the Present Style* Harry Johnson,2016-12-09 From the pioneering mixologist Harry Johnson this timeless guide reveals the secrets to crafting the perfect cocktail and details hundreds of essential mixed drinks recipes First published in 1882 Harry Johnson s New and Improved Bartender s Manual was the first how to mixology guide and has since been an indispensable volume for anyone looking to master the art of crafting cocktails Explore the most innovative drink recipes from classic cocktails to uniquely crafted concoctions and discover Harry Johnson s essential techniques and bartending tips in this meticulous guide Proudly published by Vintage Cookery Books this new edition features an introduction to mixed drinks by William Schimdt and an advisory excerpt from Joseph L Haywood s Mixology 1898

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