Sidework Checklist Bartenders

Opening Sidework

- Turn on TV's and bar lights.
- Wipe down the bar with sanitizer.
- Remove bottle covers
- Make sure to have all the bar tools: *Metal shakers *Hawthorne (spring) strainers *Mixing glass (Pint) *Julep strainers *Bar spoon *Jiggers *Paring knife *Channel knife *Y-Peeler *Muddler *Wine key *Speed opener *Ice Scoops *Sink grates *Clear catch basins *Tool rinsing containers
- Set up bar place settings: set up all seats with placemat, bread plate and rollup.
- Stock the bar with silverware/china for service, & buff if needed:
- *Forks/knives/spoons *Bread plates *Glass H20 Carafes
- *Steak knives *Sharing plates *Large sharing spoons
- *Square discard bowls *Demi spoons*Ramekins
- Set up bar tap grate, remove drip catchers & place in sanitizer H20.
- Retrieve menus from host
- Put candles out
- Check integrity of juices, olives, mint
- Check for 86'd beers & tap any kegs that have been delivered that day, if needed.
- Fill sangria pitchers
- Check the stock of alcohol in the refrigerators behind the bar. Restock any items that have been delivered that day or overlooked the night before. (All wine, beer, liquor, & soda stocking should be done at the end of the shift; there shouldn't be more than a few bottles to restock pre-service.)
- Check stock of liquor shelves, backup storage, & wells behind bar.
    - Restock any overlooked items from the night before, or bottles that may have been delivered that day.
- Check stock for red wines, sodas, iced tea, lemonade, & ginger beer.
    - Restock if needed.
- Collect garnish caddies from the keg walk-in. Refill with fresh-cut garnishes, & make sure to cut enough back-up fruit for the night: *Limes *Lemons *Oranges *Brandied cherries *Maraschino cherries *Olives *Blue-cheese olives *Cucumbers *Stuffed peppers Cocktail onions *Bowl of extra fruit for peels
- Fill both ice bins with large ice cubes. Get the large ice cubes from the tray in the freezer to have in the 2nd bar ice bin. Refill tray & cover thoroughly with plastic wrap & return to freezer.

- Pull out open white wines from bar fridge & fill in any holes for service. Fill large ice bin with a bottle of each white wine by the glass. Fill all wine ice bins with crushed ice.
- Check the keg walk-in to make sure wines & beers are stocked to par.
    - Restock any overlooked items from the night before, or bottles that may have been delivered that day.
    - Refill Barrel-Aged Negroni quick-pour container. Check stock in the barrel on the bar. Re-batch, then swap out with the barrel in liquor room if needed.
- Detail the bar settings. Make sure the bar stools are clean & spaced evenly.
- Grab 4-5 bus tubs, 2 milk crates, 2 red drink racks, & 1 green drink rack for bussing during service.
- Make sure there are enough linens behind the bar for service. Fold enough napkins to fill up both plastic storage tubs that we use at the bar (roughly 35-75 napkins depending on the night).
- Count bank, verify it is at $500. Get small or big bills from management if needed.
- Check/Restock Misc. tools:*Pens *Sparkling wine toppers *Paper rolls *Paper clips *Extra quick pour tops *Lighter *Candles Labeling tape/Sharpie

Closing Sidework

- Turn bar lights all the way up once every guest has left
- Restock all wines, beers, liquors, & n/a beverages that were sold during the shift. Make sure the keg walk-in is restocked.
- Remove drip pan every **Monday, Wednesday, Friday**
- Stock EuroCave
- Stock the bar with silverware/china for service, & buff if needed: *Forks/knives/spoons *Bread plates *Glass H20 Carafes *Steak knives *Sharing plates *Large sharing spoons *Square discard bowls *Demi spoons*Ramekins
- Face all bottles, restock as needed
- Verify that enough juice and garnish is on hand for the next day.
- Send all bar tools, water carafes placemats and black bar mats to the dishwasher.
    - Try to bring the tools back to the bar right away- they are far less likely to get lost or misplaced if we bring them back to the bar the same night.
- Wrap up garnishes in the garnish caddies, & store in the keg walk-in.
- Empty the large ice-bin. Wipe/dry off any leftover bottles from service before storing them in the bar fridge.
- Clear all bus bins & empty bottle crates to the trash.
- Wipe down the entire bar
- Empty wells and completely wipe clean with stainless steel cleaner. Sanitize all bottles before putting them back in the wells and clean trash can lids thoroughly
- Wipe down all stainless-steel surfaces
- Wipe down anywhere that has gotten soiled during service, including the back bar.
- Wipe down juice & mixer containers before storing them in the bar fridge.
- Fill large ice cube tray
- Clear all dirty glass racks to the dishwasher. Pour hot water on the grates, into the catch basins, & down the drains to clean. Spray/wipe down with sanitizer. Do not leave fresh standing water anywhere (this is for pest control i.e., fruit flies).
- Repeat the above process for beer tap grate & drain. Rinse drip catchers with fresh water before stopping up all of the taps. Plug all taps and cover drain with a glass

- Verify that the bank is at $500 with a manager ,after completing all closing check/computer transactions.
- Communicate with support to take our trash and recycling
- Replace trash bags in bar trash bins; be sure to tie them securely, so trash falls into the bag.
- Remove any fresh bar settings
- Remove all items from the floor (milk crates, soda container, etc.) place on bar top carefully
- Remove all empty bottles, take reusable bottles to the storage unit
- Give menus to host to clean
- All open red wine must be corked and put in refrigerator
- Remove all personal belongings (clothing, water, sunglasses, aprons, etc.)
- Wipe down salt and pepper
- Restock sugar caddies, silverware, tabasco, salt, pepper, folded napkins, rollups, copper mugs
- Empty and clean ice wells
- Turn off TV’s, bar lights, & candles
- Turn in check out/receipts to Manager on Duty

Weekly Sidework - Rotating on an 8 day schedule

Sunday- Clean prep/wine fridge/ wipe down POS and printer
Monday- Clean martini fridge/ wine shelves/ liquor caninet below bar tap
Tuesday- Clean Middle Back bar/ liqour cabinet where we store batched cocktails
Wednesday- Clean end bar/ liqour cabinet under cordials / bar tool cabinet
Thursday- Remove grate over glass rack holder and clean underneath/ wipe down all vents
Friday- Wipe down all the vents/ wipe down TVs with microfiber towel
Saturday- Wipe down sugar caddies/ straw container
Clean Wine/Beer fridge on the day we do inventory

BAR INFO