Bar Opening and Closing Checklist
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Opening Procedures:

Before Opening:
[ ] Check inventory levels of beverages, mixers, garnishes, and supplies.
[ ] Ensure the bar area is clean, organized, and well-stocked.
[ ] Set up POS systems, cash registers, and other operational equipment.

During Opening:
[ ] Turn on lights, music, and ambiance features to create a welcoming atmosphere.
[ ] Set up bar stools, tables, and seating arrangements as needed.
[ ] Prepare menus, specials, and promotional materials for display.

Check Bar Equipment:
[ ] Verify that all bar equipment (blenders, shakers, ice machines) is functioning properly.
[ ] Ensure glassware is clean, polished, and ready for use.
[ ] Confirm that refrigerators and chillers are at the appropriate temperatures.

Check Supplies:
[ ] Ensure an adequate supply of cocktail napkins, straws, stirrers, and coasters.
[ ] Check the availability of cocktail ingredients, mixers, and garnishes.
[ ] Ensure the availability of non-alcoholic options for designated drivers and guests.

Safety and Hygiene:
[ ] Ensure first aid kits and fire extinguishers are accessible and fully stocked.
[ ] Verify that floor mats are in place to prevent slips and falls.
[ ] Check restrooms for cleanliness, stocked supplies, and functioning fixtures.

Closing Procedures:

Last Call:
[ ] Announce last call to customers to provide ample time to finish their drinks.
[ ] Stop serving alcohol before the legal closing time.

Check Inventory:
[ ] Assess remaining inventory of beverages, mixers, and other supplies.
[ ] Identify any low-stock items that need to be reordered.

This Bar Opening and Closing Checklist was created by Connecteam - the easiest way to manage your employees in one place.
Settle Payments:
- Close out all tabs and process final payments accurately.
- Count cash and verify it matches the POS system's cash report.

Clean and Organize:
- Clear and clean all tables, bar tops, and seating areas.
- Wash and sanitize glassware, utensils, and bar equipment.
- Properly dispose of any leftover garnishes, perishable items, or unused ingredients.

Secure the Bar:
- Lock all entrance and exit doors and windows securely.
- Turn off lights, music, and other electronic equipment.
- Set the alarm system if applicable.

Final Checks:
- Ensure all equipment is turned off and unplugged to conserve energy.
- Store perishable items in refrigerators and secure non-perishable items.
- Conduct a final walkthrough to ensure all tasks are completed.

Report:
- Document any maintenance or repair needs for equipment or facilities.
- Make note of any incidents, customer feedback, or unusual occurrences.