

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 properly.
- ☐ 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.

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Bartending Procedures Manual

Ryan Dahlstrom



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 The Professional Bar & Beverage Manager's Handbook Amanda Miron, Douglas Robert Brown, 2006 CD ROM contains forms in PDF and a business plan in MS Word *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 *Running a Bar For Dummies* R. Foley, Heather Heath, 2014-04-10 Get insider details on how to operate a successful bar Running a Bar For Dummies 2nd Edition shows established and future bar owners how to establish and maintain a successful business Using clear concise language this For Dummies guide contains all the information you need to start your bar off on the right foot From grand opening to last call you ll discover the insider tricks that keep the business end running smoothly and the customers happily engaged With updated information on marketing and social media the book walks you step by step through the entire process revealing the nitty gritty details most new bar owners only discover after starting The bar business continues to grow however securing running capital and having knowledge about the business are cited as the two biggest reasons new bars fail Running a Bar For Dummies 2nd Edition shines a light on these issues to help bar owners prepare properly The book helps you find your way through the maze of licensing and permits developing a business plan and preparing for your grand

opening plus offers clear no nonsense guidance on dealing with tough customers Every step of the way Running a Bar For Dummies 2nd Edition is a reference you can count on Understand the bar business and important legal issues Stock the necessities including equipment and inventory Promote your business using marketing and social media Manage expenses and control cash flow When run correctly a bar can be an extremely profitable business but the key to success is knowing exactly what you re getting into By recognizing common problems and teach you how to adapt quickly to changing conditions Running a Bar For Dummies 2nd Edition provides the information you need to develop those skills and get your bar started

Running a Restaurant For Dummies Michael Garvey,Heather Heath,Andrew G. Dismore,2011-03-16 Millions of Americans dream of owning and running their own restaurant because they want to be their own boss because their cooking always draws raves or just because they love food Running a Restaurant For Dummies covers every aspect of getting started for wannabe restaurateurs From setting up a business plan and finding financing to designing a menu and dining room you ll find all the advice you need to start and run a successful restaurant Even if you don t know anything about cooking or running a business you might still have a great idea for a restaurant and this handy guide will show you how to make your dream a reality If you already own a restaurant but want to see it do better Running a Restaurant For Dummies offers unbeatable tips and advice of bringing in hungry customers From start to finish you ll learn everything you need to know to succeed Put your ideas on paper with a realistic business plan Attract investors to help get the business off the ground Be totally prepared for your grand opening Make sure your business is legal and above board Hire and train a great staff Develop a delicious menu If you re looking for expert guidance from people in the know then Running a Restaurant For Dummies is the only book you need Written by Michael Garvey co owner of the famous Oyster Bar at Grand Central with help from writer Heather Dismore and chef Andy Dismore this book covers all the bases from balancing the books to training staff and much more Designing and theme and a concept Taking over an existing restaurant or buying into a franchise Stocking and operating a bar Working with partners and other investors Choose a perfect location Hiring and training an excellent staff Pricing menu items Designing the interior of the restaurant Purchasing and managing supplies Marketing your restaurant to customers If you re looking for a new career as a restaurateur or you need new ideas for your struggling restaurant Running a Restaurant For Dummies offers expert advice in a fun friendly format Packed with practical advice and expert wisdom on every aspect of the food service business this guide is all you need to get cooking

The Professional Bartender's Handbook Valerie Mellema,2007 This new book is written for the professional bartender A copy belongs behind every bar Whether running a stand alone business or one incorporated into a restaurant hotel or food service operation the successful bartender needs product and equipment knowledge and a strong grasp of mixology This new book is more than just a recipe guide although it contains nearly 1 500 different cocktails and shooters This new book is fun and easy to read the recipes are in alphabetical order with suggested glassware ingredients and garnishes You will learn tips and tricks bar

terminology measurements how to set up a bar glassware responsible serving issues garnishes bar games and tricks famous toasts and much more And you will find a special section on non alcoholic drinks *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 **Gaz Regan's Annual Manual for Bartenders, 2011** Gary Regan,2012-01-13 gaz regan s Annual Manual for Bartenders will be the go to book for professional bartenders worldwide The Joy of Mixology regan s groundbreaking 2003 work has become required reading for staff members at many of today s top cocktail lounges and this new book is in many ways a sequel to that book The Annual Manual is directed specifically at working bartenders not consumers and this not only makes it stand apart from every other book in this genre it also adds appeal directly to the men and women who actually hold forth from behind the mahogany The Annual Manual is a book that bartenders can call their own Besides covering mixology and methodology essentials regan also provides readers with in depth lessons in bar philosophy in a section called The Mindful Bartender he salutes a dozen Fabulous Bartenders details eight Fabulous Innovators in the industry and provides recipes and commentary on the 101 Best New Cocktails from bartenders all over the world Add to this the first part of regan s serialized autobiography giving you a glimpse into the first 17 years of his life yes he has a story about the day he was born and you have a veritable compendium of a book put together with love and kisses by a bartender for bartenders If you re a bartender your library isn t complete with this book **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

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