

CHECKLIST / BAR OPENING

BRIEFING AND READINESS

- Confirm today's reservations, VIPs, events and expected peak periods
- Review unavailable items, daily specials and bar 86'd items
- Review alcohol service rules and know when to involve the manager
- Review handover notes from the previous shift
- Check uniform, grooming, hygiene and service tools before handling glassware or garnishes

BAR STATION SETUP

- Clean and organize the service counter before production starts
- Position shakers, strainers, jiggers, muddlers, bar spoons, knives and peelers
- Fill clean ice wells and protect ice from contamination
- Keep service ice separate from any cleaning area
- Place bar towels, sanitizer, cutting board, waste bins and service napkins correctly
- Ensure menus are clean, current and available at the bar and service points

GARNISHES, JUICES AND PREPARATIONS

- Prepare citrus wheels, wedges and twists to expected par
- Prepare herbs, olives, cherries, cocktail onions and picks
- Check fresh juices, syrups, bitters and mixers for quality and shelf life
- Cover and label garnishes where required
- Store all fresh preparations at the correct temperature
- Replace anything that looks tired, dry or below presentation standard

GLASSWARE AND PRESENTATION

- Polish glassware and check against light for marks or water spots
- Remove chipped, cracked or cloudy glasses immediately
- Stock glassware by drink type and expected service volume
- Prepare coasters, cocktail napkins and stirrers at each service point
- Check guest stools, counter edge, back bar and visible shelves

STOCK AND PAR LEVELS

- Check house spirits, premium spirits, wines by the glass and bottled beer against par
- Check draft beer availability and report any line issue before opening
- Confirm mixers, non-alcoholic options and coffee or tea items if served at the bar
- Identify backup stock and make sure it is accessible without leaving the bar unattended
- Log low stock, breakage, missing items and 86'd items before service starts

POS, CASH AND TABS

- Test POS, printers, payment terminals and receipt flow
- Confirm tab opening procedure, room charge procedure or credit card hold process
- Check cash float and reset to opening level if used
- Confirm transfer procedure when a guest moves from bar to restaurant
- Keep pen, check presenters and payment tools ready

FINAL WALK-THROUGH

- Check lighting, music, temperature and overall atmosphere
- Confirm bar top, back bar, floor and guest-facing surfaces are clean
- Confirm bottles are clean, correctly placed and facing forward
- Confirm bartender or bar team is in position before opening
- Complete final manager walk-through before the first guest order

LuxOps