



# BAR SET UP & LAYOUT

# BAR SET UP METHODOLOGY



*A properly setup bar impacts the efficiency of the Team Member, while also impacting the guest experience. It is important for the bar to be neat, clean , and organized in order to deliver positive results in both areas. Bar setups must also allow for “World Class Positioning”, creating complete drink stations that are independent from each other. Focus on three key elements when setting up drink stations.*

## EXECUTE TOP 10 COCKTAILS

Bartenders should be able to execute each of the Top 10 cocktails sold without moving more than one step. This includes all aspects of the drink, glassware, ice, ingredients, garnish, tools, etc.

## EVERY STATION, EVERY SHIFT

The time spent setting up and breaking down a drink station is not worth the decreased guest engagement due to having to leave the front bar to make a drink at the service well. Staying “on stage” increases guest satisfaction and beverage sales.

## EVALUATED WITH LTO'S & MENU LAUNCHES

Setup should change with new LTO's and menu prints. Run P-Mix Reports to evaluate the spirit layout in the speed rails and service tiers. The Top 10 cocktails shift with season, and so should the product layout.

# SERVICE BAR ETIQUETTE



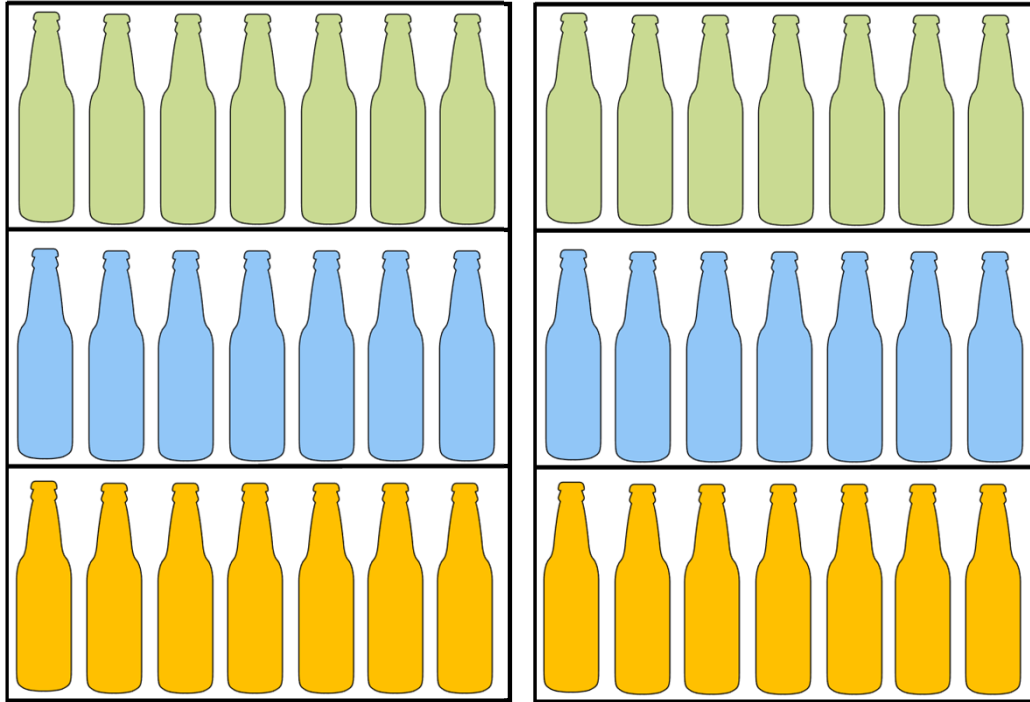
*World-class bartenders must always be aware of the service well and server tickets. While you must maintain guest drinks that are at your bar, it is also your responsibility to make server drinks for guests who are dining at tables in a timely manner. While engaging in conversation with your guests, maintain a vantage point that allows you a peripheral view of the service well also. It is perfectly acceptable to excuse yourself from a guest to attend to a server's needs.*

A few guidelines to remember about the service well and server tickets:

- Never make a server drink without a drink ticket.
- Be sure all drinks are entered into the POS correctly.
- Coach servers on correct drink ringing when necessary and do not prepare any drinks that are improperly rung-in until they are rung-in correctly.
- Never allow servers to waste time at the service bar. If they are waiting for drinks, encourage them to help restock items, run drinks or food, etc.

# BAR SETUP

## BACK BAR COOLER



### PACKAGE BEER ITEMS

- Top Shelf – Regional & Local Craft Brands
- Middle Shelf – National Craft & Import Brands
- Bottom Shelf – Domestic Beer & Seltzer Brands

### Package Beer Items Best Practices

All bar coolers should be operating from 34°F - 38°F

Routine cleaning of the door gaskets and vent and/or filter are necessary

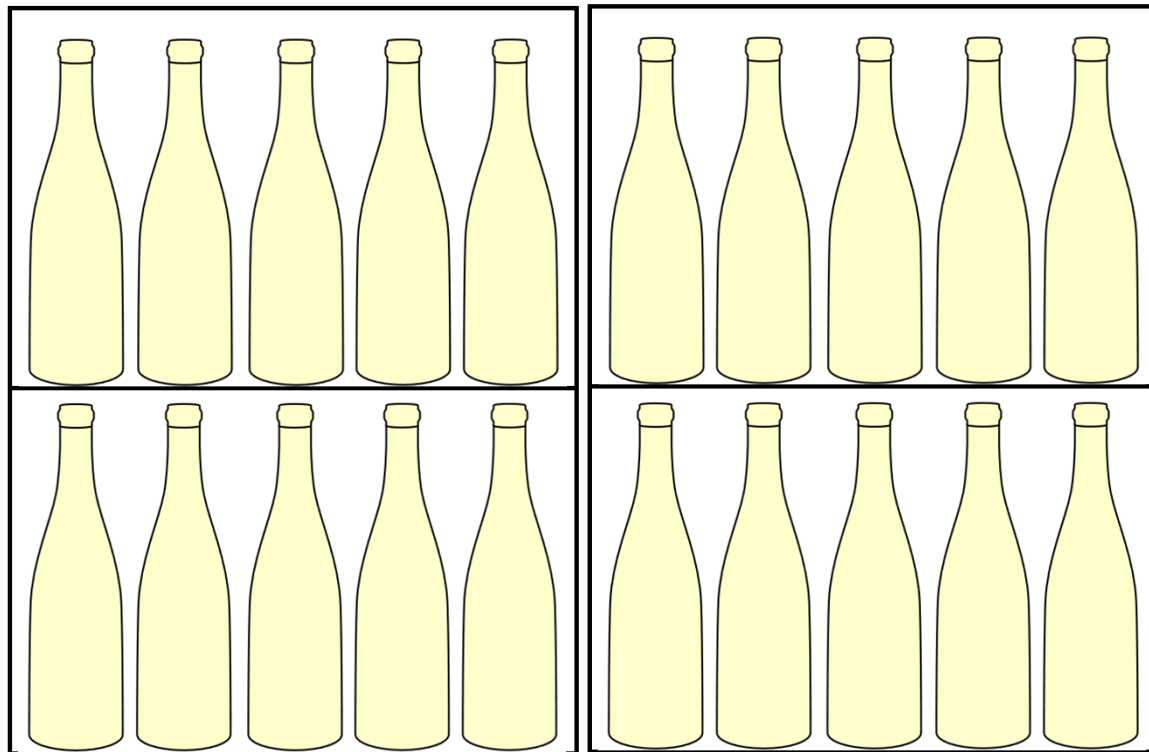
Bar coolers with glass doors must have operating lights to merchandise the product selections

Packaged beer is fully stocked, fronted, and faced at opening, shift change, and closing

Every packaged beer sold is present for guest view

# BAR SETUP

## BACK BAR COOLER



### GLASSWARE & WINE ITEMS

Top Shelf - White Wine Brands

- a. White Wine Brands offered By the Glass
  - a. Bottle label facing Guest

Bottom Shelf - White Wine Brands

- a. White Wine Brands – Champagne offered by the Glass
  - a. Bottle label facing Guest

### BAR COOLER BEST PRACTICES

All bar coolers should be operating from 34°F - 38°F

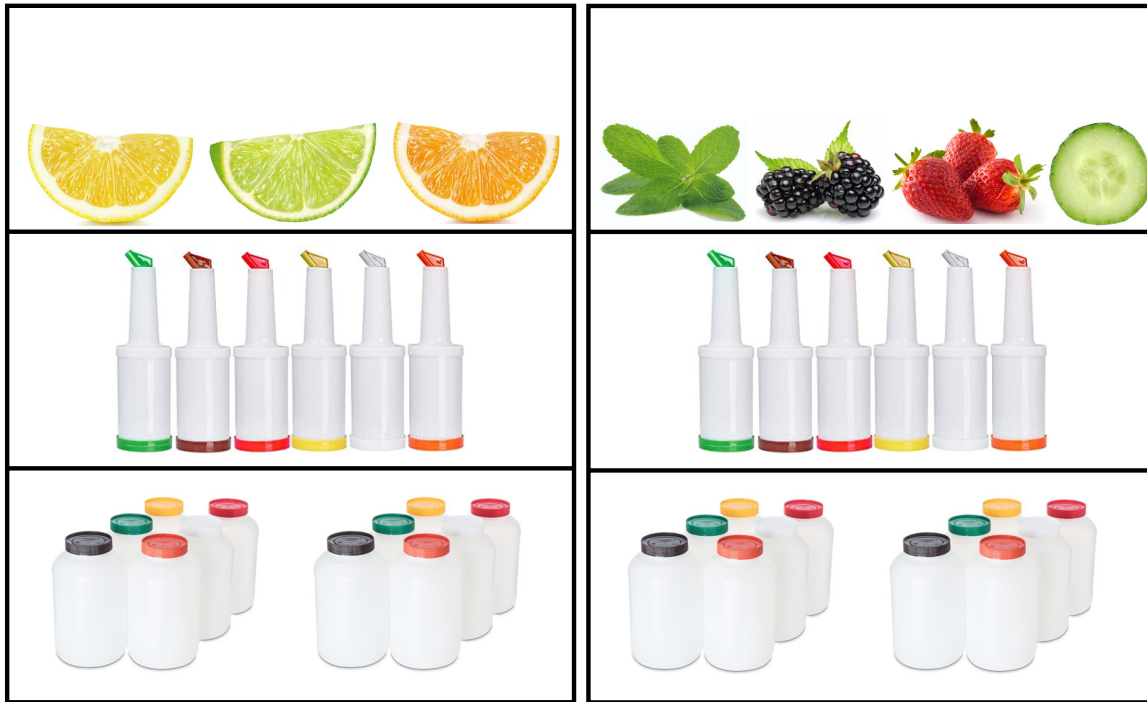
Routine cleaning of the door gaskets and vent and/or filter are necessary

Bar coolers with glass doors must have operating lights inside to merchandise the product selections

Front bottle is opened, pouring bottle for items BTG. Others are chilled backups

# BAR SETUP

## SERVICE BAR COOLER



### BAR SERVICE ITEMS

1. Backup garnishes: fruits and herbs stored properly
2. Backup mixes and batch mix items
3. Bulk juices

### BAR SERVICE ITEMS BEST PRACTICES

All bar coolers should be operating from 34°F - 38°F

Routine cleaning of the door gaskets and vent and/or filter are necessary

Items must be covered, labeled, dated, and rotated "First In, First Out"

Each shelf should be neat, clean, and organized; all products are in guest sightlines, so items are stored with a place and purpose

# OPENING DUTIES

## OPENING DUTIES


- Fill all ice in working bar stations
- Set up all working stations, all tools and equipment needed to make drinks. Start with the top of the bar and work your way down
- Set up all stations in the bar to be ready for service: garnishes, straws, picks, juices, and glassware. Use crushed ice for garnish trays
- Look at the Prep list and retrieve all items needed
- Prepare mixes as needed
- Cut and prepare all garnishes, prepare back up garnishes if needed
- Prepare all herbs for muddle, garnishes, and back ups
- Retrieve glassware from Back of House
- Make sure all glass is properly cleaned
- Stock all chilled glassware in refrigerator
- Turn on T.V.'s to mandated stations
- Wipe down entire bar top
- Unlock Beer Taps
- Set all bar chairs evenly at an angle and wipe clean
- Complete Daily Cleaning Duties

OPENING CHECKLIST		Delaware North
Name: _____		Date: _____
INITIALS	MGR	OPENING CHECKLIST
		Put out sanitizer bucket & clean towels (2 towels, fully submerged)
		Place bar utensils (bar spoon, mixing tins, etc...) in proper place
		Fill mixes and juices in place for service. Ensure proper rotation
		Dishwashe is functioning properly
		Stock all juices (Cran, OJ, Bloody, Pineapple, Ginger Beer, Tonic, Sour)
		Stock fruit caddies (close covers), cut all garnishes (should only cut enough for each shift)
		Fill rimmer with fresh salt and sugar
		Stock beer if necessary
		Stock wines - ensure red wine is room temperature
		Stock ice
		Check temperature of beer coolers and mug cooler 34 °F to 38 °F
		Wipe down bar top
		Check menus - wipe down and have proper inserts in place
		All display bottles clean with labels facing front, pour spouts flagged left
		Turn on TV's (sports and news ONLY) - NO SOUND if applicable
		Get cash and register together for service
		Stock printer paper
		All bar stools facing towards door
		Stock all proper cups/glassware
		Clean and sanitize both coolers (Thursday's)
		Check with manager to verify that all sidework has been completed

# OPENING DUTIES

## CLOSING DUTIES

- Clean all bottles in well with sanitizer
- Clean ALL stainless steel in entire bar
- Wipe down bar top
- All cut fruit on the line gets thrown away at the end of the night
- Clean each working station thoroughly
- Clean all speed rails
- Clean all stainless steel
- Clean all tools and replace in each station
- Clean all fruit caddies and replace in each station
- Cap all juice bottles at the end of the night and put in cooler for use in the morning. Discard if it's a kill date
- Clean the coolers thoroughly
- Organize around the computers
- Empty all trash cans
- Re-stock clean, polished glassware if available
- Sweep the bar floor: Remove bar mats and take to the dishwasher
- Sweep the floor, make sure to get underneath the working stations, and bar coolers

CLOSING CHECKLIST		 Delaware North
Name: _____		Date: _____
INITIALS	MGR	CLOSING CHECKLIST
		Clean and wipe down bar utensils ( <i>bar spoon, strainer, mixing tins, etc.</i> )
		Store olives and cherries properly and discard all pre-cut fruit
		Burn ice in ice well
		Clean out rimmer caddies & do not refill
		Clean and sanitize cutting board and cutter ( <i>if necessary</i> )
		Clean all stainless steel with stainless steel cleaner
		Refill napkin caddies with: Bev Naps
		Wash out all pour mats, wipe down, wash on deck, replace and put back
		Stock and clean condiments, dry goods, smallwares
		Restock plates, silverware, glasses and menus
		Wipe down all bottles ( <i>bottle and underneath</i> ), labels facing front
		Take off and clean juice spouts - cap the juices
		Wipe down beer taps. Clean with hot water. Place nozzle in each tap
		Wipe down outside of soda gun
		Clean out pour mats in each station, leaving upside-down on bar top
		Properly store all wines w/Vac-U-Vins and date
		Stock beer bottles and rotate properly
		Wipe down entire bar top and surface areas. Wipe down bar stools ( <i>facing door</i> )
		Pull out coolers and sweep behind. Sweep under wells
		Organize and clean dry storage cases ( <i>if applicable</i> ) - Every Wednesday or Sunday, depending schedule
		Pull out all items inside beer coolers, clean, sanitize and restock ( <i>Every Wednesday or Sunday, depending schedule</i> )
		Empty and clean all glass racks ( <i>Every Wednesday or Sunday, depending schedule</i> )
		wipe down outside walls of bar ( <i>Every Wednesday or Sunday, depending schedule</i> )
		Detail all bar stools ( <i>every Thursday</i> )
		Check out with Manager