

Shift Management Checklist

Food & Hospitality

GENERAL

Is the floor behind the bar and under the stations moped clean?

☐ Yes☐ No

Is the bar top scrubbed clean?

☐ Yes☐ No

Are the areas around the sink, the underside of all steels, and the underside lip of the bar cleaned well?

☐ Yes☐ No

Are the sinks of the bar properly cleaned and dried?

☐ Yes☐ No

Are all the fridges cleaned and wiped inside out thoroughly?

☐ Yes☐ No

Are all the shelves clear of glasses and wiped clean?

☐ Yes☐ No

Do all the shelves have nonstick webbing wherever necessary?

☐ Yes☐ No

Are all the shelves restacked post cleaning?

Yes

No

Are all the surfaces of stainless steel wiped and cleaned with soapy water thoroughly?

Yes

No

Are all the mixed guns cleaned thoroughly including their holster and metal piping?

Yes

No

Are the tills and lower back bar wiped clean?

Yes

No

Is the space under the stations and fridges clear of any and all clutter?

Yes

No

Is the back bar free from all clutter?

Yes

No

Are the bottles at the back polished and wiped clean?

Yes

No

Are the bottles at the speed rails polished and wiped clean?

Yes

No

Are the ceilings wiped clean and free of any splashing?

Yes

No

Are the refrigerators restocked with the necessary items including champagne, beer bottles, water bottles, etc.?

Yes

No

Are the stations restocked with speed rail spirits post the line checks?

Yes

No

Is the back bar restocked and re-merchandised?

Yes

No

Are all the bottles in the back bar facing at the front?

Yes

No

Is the bar equipment relaid for service?

Yes

No

Are the bar bins cleared?

Yes

No

Are the cleaning and mop buckets removed from the bar?

Yes

No

Are the straws and napkins restocked?

Yes

No

Any comments:

Yes

No

How satisfactory is the status of the bar?

Yes

No

Name of establishment

Yes

No

Name

Yes

No

Day and Date:

Yes

No