STANDARD OPERATING PROCEDURE

Bar Opening and Closing SOP

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Revision	1.0
Owner	Bar Manager
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Review cycle	Every 12 months

1. Purpose

To open and close the bar consistently and safely, with stock, garnishes and equipment ready for service and liquor secured at the end of the night.

2. Scope

Applies specifically to bar station opening and closing tasks. General restaurant opening, closing and cash handling steps are covered by their own SOPs.

Definitions

Well stock	The house-brand spirits and mixers kept within reach at the bartender's main working area.
Line cleaning	Flushing draft beer or soda lines with a cleaning solution to remove buildup, done on the scheduled frequency.
Pour cost	The cost of the alcohol used in a drink compared to what it sells for.

3. Responsibilities

Bartender	Stocks and preps the bar, serves guests responsibly, and secures liquor and equipment at close.
Barback	Restocks ice, beer, wine and garnishes during the shift and supports opening and closing setup.
Shift Manager	Confirms the bar is ready before service and checks liquor inventory security at close.

RACI matrix

Activity	Bartender	Barback	Shift Manager
Stock the well and back bar	R/A	R	I
Prep garnishes and mixers	R	R/A	-
Check draft lines and CO2 levels	R/A	C	I
Serve guests responsibly	R/A	-	A
Secure liquor and count bottles at close	R	C	R/A

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Bar par stock sheet
- Ice bins and ice scoop
- Garnish prep containers
- Draft beer and CO2 gauge
- Bottle count sheet
- POS terminal at the bar

Personal protective equipment

- Cut-resistant glove for garnish prep
- Non-slip closed shoes

5. Procedure

Step	Task	Owner	Done
5.1	**Check draft lines and gas levels** Check CO2 and nitrogen tank levels, confirm draft lines are pouring cleanly, and note any line that needs cleaning on the scheduled frequency.	Bartender	☐
5.2	**Stock the well and back bar** Fill well bottles and check back bar stock against the par sheet, rotating older bottles to the front and noting anything that needs reordering. **Checkpoint:** Well and back bar stock match the par sheet before doors open.	Bartender	☐
5.3	**Prep ice and glassware** Fill ice bins from the ice machine, and confirm glassware is clean, dry and stocked at each glass type's designated spot.	Barback	☐
5.4	**Prep garnishes for the shift** Cut and portion garnishes such as citrus, olives and herbs into labeled containers, using amounts based on expected volume for the shift.	Barback	☐
5.5	**Set up the bar POS and register** Log into the bar's POS terminal, confirm the register drawer float following the restaurant's cash handling SOP, and test that card payment is working.	Bartender	☐
5.6	**Confirm bar readiness with the shift manager** Walk the shift manager through stock levels, any equipment issues, and confirm the bar is ready before guests are seated at bar seats.	Shift Manager	☐
5.7	**Check identification for every guest ordering alcohol** Check a valid ID for any guest who appears to be under the legal drinking age or whose age is uncertain, before serving any alcoholic beverage. **Warning:** Never serve alcohol to a guest without valid ID when their age is in doubt, and follow local law on acceptable forms of identification.	Bartender	☐
5.8	**Monitor guest intoxication levels** Watch for signs of intoxication throughout service and stop serving alcohol to a guest who appears intoxicated, offering water or food instead. **Checkpoint:** No alcoholic drink is served to a guest showing signs of intoxication.	Bartender	☐

Step	Task	Owner	Done
5.9	**Restock during service as needed** Monitor ice, garnish and glassware levels during service and restock before running out, rather than waiting until a station is empty.	Barback	☐
5.10	**Call last call and stop service** Announce last call at the scheduled time, stop taking new alcohol orders after the cutoff, and close out remaining bar tabs.	Bartender	☐
5.11	**Break down garnish and perishable stock** Discard unused perishable garnish at the end of the night, wipe down containers, and store what can be reused for the next shift.	Barback	☐
5.12	**Count and secure liquor bottles** Count and log open and full liquor bottles against the bottle count sheet, and lock the liquor storage area before leaving. **Checkpoint:** Bottle count matches the log and liquor storage is locked before the bar closes.	Bartender	☐
5.13	**Clean and reset the bar station** Wipe down the bar top, sinks and equipment, empty and clean ice bins, and reset garnish trays and tools for the next opening.	Bartender	☐

6. Quality checks

- Well and back bar stock match the par sheet before service.
- No alcoholic drink is served without ID verification when age is in question.
- Bottle counts match the log at close.
- Liquor storage is locked and the bar station is clean before staff leave.

7. Records

- Bar par stock sheet
- Bottle count log
- Draft line cleaning log
- Bar cash handling records

8. KPIs

- Pour cost percentage
- Bottle count variance per week
- Draft line cleaning compliance
- Responsible service incidents or refusals logged

9. Common mistakes

- Skipping ID checks during a busy rush.
- Continuing to serve a guest who is showing signs of intoxication.
- Letting garnish sit out longer than food safety allows.
- Leaving liquor storage unlocked after close.

10. Revision history

Revision	Date	Description	Reviewed by

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1.0	September 15, 2026	Initial release	Alexa Uskova

Approval

Prepared by	Approved by	Date

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