

Event Date, Name of Event, & Location: _____

Trainee Name: _____

Trainer Name: _____

BAR SUPERVISOR TRAINING CHECKLIST		
Trainer Initial	Task	Trainee Initial
	Arrived on time	
	Check in with Bar Supervisor & Clocked in <ul style="list-style-type: none"> • Learn where to put personal belongings • Learn where employee restrooms are 	
	Verify Square is Setup/Programmed Correctly for Event <ul style="list-style-type: none"> • First thing to do • Reference BEO and Beverage Pull 	
	Attend Supervisor Huddle <ul style="list-style-type: none"> • Review timeline together • Discuss any changes for event • Discuss any additional company updates that need shared with staff 	
	Review of the following with trainee: <ul style="list-style-type: none"> • Go through Bar Supervisor Box • BEO – explained what this is and how it is used • Bar Set up • Timeline • Bar Pull Sheet 	
	Identify Specialty Items <ul style="list-style-type: none"> • Verify any specialty garnishes • Verify specialty mixers are included/available 	
	Discuss time staff needs to be dressed and ready <ul style="list-style-type: none"> • Review staffing sheets • Discuss delegating out tasks 	
	Check in Bar Staff <ul style="list-style-type: none"> • Check uniforms <ul style="list-style-type: none"> ○ Arrived in proper uniform ○ Uniform is clean and shirt is pressed ○ Wearing correct pants and shoes, including black socks • Assign tasks <ul style="list-style-type: none"> ○ If there are Guest Bartenders, assign them to be with a TC bartender for set up • Discuss bar set ups with staff 	

Trainer Initial	Task	Trainee Initial
	<p>Hold Pre-Shift Meeting with Bartenders</p> <ul style="list-style-type: none"> • Discuss timeline for event <ul style="list-style-type: none"> ○ Start/End Times ○ Guest of Honor ○ Cocktail Hour Start time (hosted/cash) ○ Dinner Start time – if bar stays open or closed • Review alcohol menu for night <ul style="list-style-type: none"> ○ Passed cocktails (when applicable) ○ Champagne toast (when applicable) ○ Type of Bar: Cash or Hosted • Review proper pours & polices <ul style="list-style-type: none"> ○ Guide glass ○ All liquor pours are to be 1.5 ounces ○ All wine pours are 5 ounces ○ No Shots ○ No Doubles ○ No Neat Drinks ○ Max 2 drinks per guest ○ NO SHOTS ○ NO DOUBLES • Review Expectations During Event <ul style="list-style-type: none"> ○ Serve drink with hand and napkin under glass (not gripping glass) ○ Wrap beer bottle with napkin/dry bottles ○ Come out from behind the bar during dinner service (when applicable) to clear/fill waters ○ Explain process if bar is closed during dinner service 	
	<p>During Event</p> <ul style="list-style-type: none"> • Check in with all bartenders • Ensure they are following polices • Assist with anything they may • Communicate with FOH Supervisor throughout event • Note any incidents to be included in Bar Supervisor comment sheet 	
	<p>End of Shift Closing</p> <ul style="list-style-type: none"> • Assign closing duties to bartender • Check bartenders out as they complete tasks • Ensure all bartenders clocked in/out 	
	<p>Bar Supervisor Closing Duties</p> <ul style="list-style-type: none"> • Reconcile cash <ul style="list-style-type: none"> ○ Count any tips received ○ Close out Square • Reconcile Inventory • Walk through space and storage to ensure everything is put away/cleaned up properly • Secure all keys & iPads • Complete all paperwork • Note any discrepancies or glassware breakage • Note any outside alcohol brought in or guest service being denied 	
	<p>TRAINER: Turn in this this checklist at end of shift with all paperwork</p>	