

Event Date, Name of Event, & Location: \_\_\_\_\_

Trainee Name: \_\_\_\_\_

Trainer Name: \_\_\_\_\_

| BARTENDER TRAINING CHECKLIST |  |                 |
|------------------------------|--|-----------------|
| Trainer Initial              | Task   | Trainee Initial |
|                              | <b>Arrived on time</b>   |                 |
|                              | <b>Check in with Bar Supervisor &amp; Clocked in</b> <ul style="list-style-type: none"> <li>• Learn where to put personal belongings</li> <li>• Learn where employee restrooms are</li> </ul>  |                 |
|                              | <b>Uniform Check</b> <ul style="list-style-type: none"> <li>• Arrived in proper uniform</li> <li>• Uniform is clean and shirt is pressed</li> <li>• Wearing correct pants and shoes, including black socks</li> </ul>  |                 |
|                              | <b>Review of the following with trainee:</b> <ul style="list-style-type: none"> <li>• BEO – explained what this is and how it is used</li> <li>• Bar Set up</li> <li>• Timeline</li> <li>• Bar Pull Sheet – how to read it</li> </ul>  |                 |
|                              | <b>Guest Experience</b> <ul style="list-style-type: none"> <li>• Etiquette and policies when working events and interaction with guests</li> <li>• Rules of guest acknowledgement: eye and verbal</li> <li>• Language</li> <li>• Anticipating needs</li> <li>• Complaint resolution</li> <li>• Be present: body language, actions, attentiveness</li> <li>• Host behind the host: what does this mean ( be friendly but not familiar)</li> </ul> |                 |
|                              | <b>Company Policies</b> <ul style="list-style-type: none"> <li>• Tipping &amp; Gratuity</li> <li>• Alcohol Service – TIPS responsible alcohol service best practices</li> </ul>  |                 |
|                              | <b>Tour of Beer/Wine/Liquor Storage</b> <ul style="list-style-type: none"> <li>• Beer review</li> <li>• White wines</li> <li>• Red wines</li> <li>• Mixers</li> <li>• Liquor</li> </ul>  |                 |
|                              | <b>How to Setup the Bar</b> <ul style="list-style-type: none"> <li>• Components needed: reference bar manuals with set up diagrams for HLCH &amp; Fives</li> <li>• Glassware polishing</li> <li>• Fresh Garnish Prep: Amount needed, cutting fruit properly, &amp; garnish set ups</li> <li>• Check Bar Kits and review content</li> <li>• iPad set up and double check pricing</li> <li>• Trash/Compost/Broken Glass</li> </ul>                 |                 |

| Trainer Initial | Task   | Trainee Initial |
|-----------------|--|-----------------|
|                 | <p><b>Drink Pouring Process</b></p> <ul style="list-style-type: none"> <li>• Guide glass</li> <li>• Pour techniques per venue specific glassware</li> <li>• All liquor pours are to be 1.5 ounces</li> <li>• All wine pours are 5 ounces</li> <li>• No Shots</li> <li>• No Doubles</li> <li>• No Neat Drinks</li> <li>• Ice, liquor, mixer, garnish</li> <li>• Stir liquor</li> <li>• Shake juice</li> <li>• Max 2 drinks per guest</li> </ul>   |                 |
|                 | <p><b>Explain Types of Bars</b></p> <ul style="list-style-type: none"> <li>• Hosted</li> <li>• Host Bar to Cash Bar</li> <li>• Cash Bar</li> </ul>   |                 |
|                 | <p><b>Expectations During Event</b></p> <ul style="list-style-type: none"> <li>• Serve drink with hand and napkin under glass (not gripping glass)</li> <li>• Every drink with a napkin</li> <li>• Wrap beer bottle with napkin/dry bottles</li> <li>• Come out from behind the bar during dinner service (when applicable) to clear/fill waters</li> <li>• Explain process if bar is closed during dinner service</li> </ul>  |                 |
|                 | <p><b>Discuss Last Call Process</b></p> <ul style="list-style-type: none"> <li>• Bars that are open only during cocktail hour will not announce last call</li> <li>• 30 Minutes prior to event end time, there will be a Soft Last Call <ul style="list-style-type: none"> <li>○ Do not make announcements regarding last call, simply begin putting items away and cleaning up</li> </ul> </li> <li>• 15 Minutes prior to event end time, BAR is CLOSED <ul style="list-style-type: none"> <li>○ No announcement, simply close bar</li> </ul> </li> </ul> |                 |
|                 | <p><b>End of Shift Closing Duties: Leave It Better Than You Found It</b></p> <ul style="list-style-type: none"> <li>• Review Bartender closing checklist</li> <li>• What you are responsible for as a Bartender</li> <li>• Sweeping and Mopping Procedures</li> <li>• Trash removal process – where is located/how to take out</li> </ul>  |                 |
|                 | <p><b>Additional Notes:</b></p>  |                 |
|                 | <p><b>TRAINER: Turn in this this checklist at end of shift with all paperwork</b></p>  |                 |