

POST 8561 NIGHTLY CLOSE SHEET

revised 28 January 2014

PLEASE DO NOT CHECK OFF AN ITEM UNLESS IT IS COMPLETED.

- ____ 1. Coffee maker off, filter removed and pots cleaned.
- ____ 2. Clear and clean tables in all rooms, **throw out or refrigerate all leftover foods**. Return crockpots to kitchen after inserts removed.
- ____ 3. **Sweep** and/or **vacuum** around bar and canteen.
- ____ 4. Condiment tray to cooler.
- ____ 5. **Restock** sodas, liquor, straws, napkins **and** beer.
- ____ 6. Checks put in liquor closet, liquor closet and cooler locked.
- ____ 7. Bathrooms **cleaned** and **restocked**, ie: **sinks, toilets, counter, papers**.
- ____ 8. Sweep/mop behind bar.
- ____ 9. Wipe down bar, wash and return ashtrays.
- ____ 10. Bar mats washed, placed in drainer.
- ____ 11. Draft beer drain cleaned.
- ____ 12. Used glassware washed and returned to storage.
- ____ 13. Count daily attendance and dice money, place in safe **(envelopes are clipped together by dates & item)**
- ____ 14. Drain and clean sinks.
- ____ 15. Make bank, and place in safe.
- ____ 16. Close credit cards and register, **make sure canteen close out sheet is completely filled in and all amounts are on front of envelope.**
Place sales in safe.
- ____ 17. All monies counted and placed into safe and safe locked.
- ____ 18. Return keys to designated place.
- ____ 19. All trash out (to dumpster if bartender is not alone) and liners replaced.
- ____ 20. Bars on all 3 doors.
- ____ 21. Clock out and turn off bar lights, table lights and entry light.

Bartender

Date