



VESPERMAN
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VESPERMAN FARMS EMPLOYEES

Bar Checklist

Last Updated: May 2020

BAR CHECKLIST

BEFORE SERVICE

- Clock in using the iPad next to the ice machine
 - Read through service notes
 - Tap kegs and turn on CO2
 - Consult service notes to see what kegs need to be tapped. Get kegs from walk-in cooler.
 - Use dolly to bring keg(s) to tapping area. Get correct tap for keg.
 - Put tap head into keg outlet and give it a ¼ turn. Pull lever down to attach.
 - Turn on Co2 – make sure small dial reads around 30 psi and larger dial reads between 1,200-500 psi.
 - Let keg settle for 15-45 minutes.
 - Put right handle labels on the correct tap lines.
 - Run lines (fill a few pitchers per keg) to ensure all foam and air is out of lines.
 - STOCK WALK-IN COOLER: Wine, beer, soda, and champagne (+special orders if applicable)
 - STOCK BAR & BAR COOLER: Wine, beer, soda, champagne, pitchers, cups, glasses
- Chill all wine except Merlot and Cabernet Sauvignon. These two reds should be at room temperature.
- Make LEMONADE:
 - Sysco lemonade mix is on the dry ingredients shelf. You will need 1 pack of powder.
 - Grab lemonade container from bar.
 - Add 1 package lemonade mix to container with 2 gallons of cold water.
 - Stir well with whisk or large spoon.
 - Add ice and secure lid.
 - Lemonade is served with ice in clear plastic cups.
 - If on the service notes, make COFFEE:
 - Put a 1/2 cup of ground coffee beans into filter.
 - Put filter into holder.
 - Fill up empty coffee pot and pour into water chamber.
 - Turn on lower burner to keep coffee hot.
 - Turn on upper burner if needed for multiple pots.
 - Coffee is served in white Styrofoam cups.
 - Prepare ice water pitchers and put 2-4 pitchers of water + cups on bar top. Wrap water pitchers in white cloth napkins.
 - Prepare any special items on service notes and set up head table
 - Set the appropriate number of plastic cups on the table and set 2-4 pitchers of water to go with cups. Pitchers should be wrapped in two cloth napkins.
 - If applicable, set the appropriate wine or champagne service for the head table. Follow the instructions on the bar service notes.
 - Grab 2-3 bar towels (clean towels are in a tub under the sinks)
 - Put out tip jar

DURING SERVICE

If the coordinator leaves early, you will be the main contact for the bride, groom, and their families. This will mean handling any requests, checking the barn area for trash or messes and cleaning those up, and handing the final bill (which will be given to you) to the billing party.

- Treat everyone respectfully, smile, engage with guests
- I.D. anyone who appears to be close to or possibly under 21 years old
- Keep bar and bar tops clean
- Keep ice and bar coolers stocked
- If there is a lull in service, check with kitchen staff to help with:
 - Family-style service, cake cutting, or bussing
 - Cleaning bathrooms, spills or messes in main barn area
 - Taking out garbage or recycling
- Give coordinator or Kyle final wine bottle count and final keg count at the end of the night

AFTER SERVICE

- Bus and clear all tables
- Take off all tablecloths and put in laundry bag (set by back door)
- Take all dishes and glasses to the kitchen
- Wipe down bar and sink area
- Clean up all bar and barn areas as best as you can
- Take all garbage and recycling out
- Put lemonade (if there is any left over) in the cooler
 - Turn off cooler light
- Restock bar cooler and walk-in cooler
- Turn off CO2
- Put tappers in a bucket of sanitizer
- Dump all ice in the kitchen sink or down the drain in the utility room
- Check bathrooms and barn area, pick up all large items of trash and clean up all large messes

BEFORE LEAVING FOR THE NIGHT

- Lock all three doors (keys are by the warehouse door on light switch)
 - If you need to gain entry after doors are locked, use the key code on the big dock door (enter 8149 and press "enter" twice.
- Clock out