

*[your restaurant name here]*  
**Bartender Checklist**

Week Starting \_\_\_\_\_

| Shift Change Checklist   | MON | TUE | WED | THU | FRI | SAT | SUN |
|--|-----|-----|-----|-----|-----|-----|-----|
| Re-stock bar fruits & garnishes  |     |     |     |     |     |     |     |
| Re-stock Beer cooler   |     |     |     |     |     |     |     |
| Re-stock liquor empties  |     |     |     |     |     |     |     |
| Re-stock & ice down bottle beer & wine   |     |     |     |     |     |     |     |
| Cut lemon wheels, wedges and twists, lime wedges, orange wheels and celery   |     |     |     |     |     |     |     |
| Replenish garnish skewers  |     |     |     |     |     |     |     |
| Restock sweet & sour, juices, bloody mary mix, pina mix and other mixers   |     |     |     |     |     |     |     |
| Restock rocks glasses, highballs, pilsners, wine glasses, snifters, coffee mugs  |     |     |     |     |     |     |     |
| Re-ice down and stock garnish caddy with cocktail onions, olives, cut lemons, limes and oranges, twists, and cherries at each service well |     |     |     |     |     |     |     |
| Refill ice bins at each service well   |     |     |     |     |     |     |     |
| Check liquor, beer and wine backups for each service well and back bar   |     |     |     |     |     |     |     |
| Restock silverware (rollups)   |     |     |     |     |     |     |     |
| Restock plateware & linen napkins  |     |     |     |     |     |     |     |
| Restock bar and food menus   |     |     |     |     |     |     |     |
| Fill bar sink with soap water, rinse and sanitizer   |     |     |     |     |     |     |     |
| Get and count PM bar bank from manager   |     |     |     |     |     |     |     |
|  |     |     |     |     |     |     |     |
|  |     |     |     |     |     |     |     |

# Office Building Cleaning Training Manual

**Earl L. Burnett**



## Office Building Cleaning Training Manual:

**JD's Community Services** Earl L. Burnett, 2022-02-16 The author's purpose for writing this book is to bring confidence to those who are in the cleaning services. It is the How To's in cleaning. This is a guide in being effective in cleaning. It confirms the uses of a task list and scope of work when performing cleaning services. It brings clarity and the ways of labeling chemical bottles and the use of colored cleaning rags for restrooms, kitchens, and offices and changing your gloves after they are torn and after cleaning restroom and moving forward applying the methods of cleaning tables and counter tops, bottle chair legs, baseboards, changing rags before moving toward other areas, change rags as you clean low areas and change rags to clean high areas and when cleaning floors, carpets, and windows. The author provides step by step methods to assure the high quality of work to be taken. Lastly, with almost thirty years of experience, the author has taken the time and efforts in the detailed preparation of this manual in the hope that it will assist anyone. It is not to overshadow other businesses or a company's scope of work but to enhance those who are interested in being successful in cleaning. **Franchise**

**Opportunities Handbook**, 1994 This is a directory of companies that grant franchises with detailed information for each listed franchise. Franchise Opportunities Handbook United States. Domestic and International Business

Administration, 1985 This is a directory of companies that grant franchises with detailed information for each listed franchise.

**Catalogue of the Public Documents of the [the Fifty-third] Congress [to the 76th Congress] and of All Departments of the Government of the United States** United States. Superintendent of Documents, 1896 **Oversight**

**Hearings on the U.S. Postal Service--1994** United States. Congress. House. Committee on Post Office and Civil Service, 1994 **Franchise Opportunities Handbook** United States. International Trade Administration, 1988 *Crain's*

*Market Data Book* G.D. Crain (Jr., Pub), 1920 **Crain's Market Data Book and Directory of Class, Trade, and**

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