

Bartender Training Checklist

Employee Name: _____

| Task | Completed | Completion Date | Notes |
|--|-----------|-----------------|-------|
| Onboarding Tasks | | | |
| Review the employee handbook | | | |
| Review the training manual | | | |
| Review health and safety procedures and guidelines, including kitchen safety, medical emergencies, allergies, and sanitization | | | |
| Review the dress code policy | | | |
| Review the job description, duties, and responsibilities | | | |
| Product Knowledge and Drink Creation | | | |
| Fully understand essential bar and drink terminology | | | |
| Full knowledge of all wines, beers, and cocktails, as well as the description of each | | | |
| Know how to measure, pour, create, and serve all drinks on the menu (i.e. pouring beer and crafting specialty cocktails) | | | |
| Master mixology techniques with consistency (i.e. muddling, shaking, stirring, and layering) | | | |
| Learn how to present cocktails (i.e. garnishing techniques) | | | |
| Bar Preparation and Service Skills | | | |
| Know how to properly stock glassware (i.e. highballs, rocks glasses, wine glasses, etc.) ahead of service | | | |
| Learn how to restock disposable items (i.e. napkins, skewers, and straws) ahead of service | | | |

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| Bar Preparation and Service Skills (cont'd) | | | |
| Learn how to prepare and replenish garnishes (i.e. limes, cherries, olives, and lemons) | | | |
| Learn how to set up the keg(s) | | | |
| Know how to set up for a private party/ event | | | |
| Learn how to restock beer, liquor, and other beverages | | | |
| Learn how to assemble, fill, and start the frozen drink machine(s) | | | |
| Learn how to replenish ice bins ahead of service | | | |
| Know how to keep the bar area cleaned and organized at all times | | | |
| Learn how to take an order and check customers' identification to ensure legal drinking age | | | |
| Learn upselling and suggestive selling techniques | | | |
| Learn how to make drink recommendations based on taste and preferences | | | |
| Technology, Equipment, and Glassware Knowledge | | | |
| Familiarize yourself with essential tools (i.e. shakers, muddlers, and spoons) and how to use them | | | |
| Learn about the different glasses, as well as how and when to use each one | | | |
| Know how to properly take bar inventory and use the dedicated inventory management software | | | |

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| Technology, Equipment, and Glassware Knowledge (cont'd) | | | |
| Learn how to correctly open and close a bar tab using the POS system | | | |
| Learn to process payments using the payments terminals, and how to correctly record cash and digital tips | | | |
| Learn how to split bills using the POS and ensure each of the drink(s) is associated with the correct guest | | | |