

Restaurant Bartender Training Checklist

Onboarding & Training

BARTENDER NAME	START DATE ___ / ___ / ____	RESTAURANT / BAR	BAR MANAGER
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PRODUCT KNOWLEDGE

- | | |
|---|---|
| <input type="checkbox"/> Spirit categories and key brands stocked | <input type="checkbox"/> Wine list — grape, region, tasting notes |
| <input type="checkbox"/> House pour and premium pour brands | <input type="checkbox"/> Non-alcoholic and mocktail options |
| <input type="checkbox"/> Draught beer lineup — can describe each | <input type="checkbox"/> Allergens in common bar ingredients
<i>Nuts, dairy, gluten, sulphites, egg whites</i> |

COCKTAIL PREPARATION

- | | |
|---|--|
| <input type="checkbox"/> All house cocktail recipes memorised | <input type="checkbox"/> Garnish preparation and presentation |
| <input type="checkbox"/> Classic cocktails made correctly
<i>Old Fashioned, Margarita, Mojito, Negroni, Espresso Martini, etc.</i> | <input type="checkbox"/> Glassware selection correct for each drink |
| <input type="checkbox"/> Free pouring accuracy — tested with jigger | <input type="checkbox"/> Ice handling — correct type for each drink |
| <input type="checkbox"/> Shaking, stirring, muddling techniques | <input type="checkbox"/> Speed — can make multiple drinks simultaneously |

SERVICE & POS

- | | |
|---|--|
| <input type="checkbox"/> Greeting and engaging customers | <input type="checkbox"/> Tab management — open, add, close |
| <input type="checkbox"/> Taking orders efficiently — multiple customers | <input type="checkbox"/> Card payment processing at bar |
| <input type="checkbox"/> Recommending drinks confidently | <input type="checkbox"/> Cash handling and making change |
| <input type="checkbox"/> POS — ringing drinks correctly | <input type="checkbox"/> Till reconciliation at end of shift |

RESPONSIBLE SERVICE

- | | |
|---|--|
| <input type="checkbox"/> Age verification policy and ID checking | <input type="checkbox"/> Drink spiking awareness |
| <input type="checkbox"/> Signs of intoxication — identification | <input type="checkbox"/> Incident reporting procedure |
| <input type="checkbox"/> Refusal of service technique — polite and firm | <input type="checkbox"/> Legal responsibilities understood |

SIGN-OFF

Areas needing practice

 Cleared for solo bar shifts Yes Not yet

Bartender signature _____

Bar manager signature _____

Notes

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