

CLOSING RESPONSIBILITIES & TASKS

To ensure the highest levels of service provided to our guests, please complete these tasks in an efficient manner prior to clocking out for the day and ensuring success for the next shift. Thank you.

End of Day (EOD) Transactional Tasks

- _____ Lock any and all doors once guests have left the premises and confirm they are locked
 - _____ Switch any signs that read 'Open' to 'Closed'
 - _____ Enter all tips, create a batch credit card report, and count the register till.
(fill out the till slip and place it under the register drawer with closing information)
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Product & Inventory Management

- _____ Stock wine shelves and cooler with product applying the 'First In, First Out (FIFO)' manner
(use open cases of wine first and only unload cases of wine is all 12 bottles have a home within the cooler)
 - _____ Make sure all open bottles have a date written on the back of them with a Sharpie marker.
 - _____ Dusty, fold, stock, and tidy any merchandise within the tasting room
 - _____ Create wine boxes if running low
 - _____ Fully stock envelopes, shippers, and other related material
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Cleanliness Tasks

- _____ Dust any wine glasses, glass wear, and other objects in guest view
- _____ Spot clean any glass windows with Windex
- _____ Empty any and all water pitchers
- _____ Remove pour spouts soaking them in water and replace corks as needed
- _____ Rinse dump bucket and place the cleaned bucket back onto the counter
- _____ Collect, wash, and sanitize all glassware, utensils, plates, etc.
(please leave all glassware to dry on a towel and/or the rack once through the dishwasher)
- _____ Once washing all dishes, turn off the heater on the dishwasher

- _____ Wipe the bar, counters, and any other surfaces with a clean towel
(once finished, place the towel to dry over the sink)
 - _____ Place dirty bar towels in laundry pile
(located in the kitchen by the entry way door in a bucket)
 - _____ Tidy the linen closet and kitchen area
 - _____ Check and clean bathrooms replenishing supplies prior to leaving the premises (e.g. soap, toilet paper, paper towels, etc.) turning off lights and verifying the toilets are not constantly running
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Final Tasks Prior To Leaving Premises

Sunday Only Tasks (Or Tasks Needed Completed as Required)

- _____ Adjust the thermostat setting to **System > 'Off'** and **Fan > 'Auto'**
- _____ Take out all recyclables and trash to designated area on premises
(complete as often as needed if quantities are large; don't wait until Sunday if piles are large; small dumpster is past the gravel parking area near the greenhouse)

Other Tasks

- _____ Shut the large wooden foyer doors to lock up the building unless instructed otherwise
 - _____ Turn both the music and lights off in the tasting room, large foyer, and outside lights
(the light switches are located in the entry way by the doors; start with the outside lights and music and finish with the tasting room lights once completed all tasks)
 - _____ Record hours worked on the employee sheet and 'clock out'
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Notes/Takeaways / Observations

(Please write legibly)

