

SEPTEMBER CLOSING TASKS

1. Coffee area (around 00.00)

- Turn off the grinders and puc press.
- Take the containers with sugar etc. and wipe them down.
- Put that whole tray in the cupboard near the podium
- Coffee cleaning routine (see explanation at the end)
- Wipe down the coffee machine with a soapy rag and make sure you dry it completely
- Empty the coffee bin in the trash and rinse it with water in the back
- Gather all pistons, milk jugs and loose machine parts (grates etc.) and clean them with soap in the back sink, then let them dry
- Clean the outside of the milk fridge
- Clean the whole working area around the machine and at the bar

All food related dishes have to go upstairs at least 15 minutes before the kitchen closes (Tue-Wed: 23.00, Thur-Sat: 01.00)

2. Cocktail corner

- Take away all bottles (also from the speed rails), put the rubber mats through the dishwasher
- Clean the whole working area with a soapy sponge, dry it thoroughly
- Put the rubber mats and bottles back (cover the bottles with the black rubber caps)
- Clean the 'lemonade area' (including tap) put the grate through the dishwasher
- Put the garnishes in the fridge
- Put all tools (shakers, cutting board, spoons etc.) through the dishwasher
- Put everything back just how you found it (shakers, knives, bottles etc.)
- Martini Extra Dry and Martini Rubino go back into the fridge at night.
- Empty out the ice bins, clean and dry them off.

Bar (Employee-side)

- Clean all the drawers, fridge doors and woodwork around them and dry thoroughly
- Put all bar mats through the dishwasher
- Bar knives and holders through dishwasher
- Clean the bar top and taps with soap, hot water and dry thoroughlyyyyyy!!
- Put the plugs in each tap (wine and beer)
- Clean woodwork in the bar entrance
- Put tap protector through the drains in the bar
- Clean the two wooden holes in the bar (over at the empty beer bottles and by the trashcan
- underneath the was basin)
- Blow out all candles
- Throw away the trash and empty cans in the Ruiters basement
- Make sure all pins and gizmos are charging and wiped down
- Wipe down the register screen and clean the area around it
- Clean all the trays
- Sweep all the trash on the floor together and throw it in a bin.
- Put away all the empty bottles in the correct crates in the back.
- After all glass is cleaned, put the brushes etc. through the dishwasher as well.
- When you're done with the dishwasher, run the Hygiene program

Bar (Guest side)

- Clean the wooden part of the bar with soapy water and dry it off
- Clean and dry barstools, put them upside down on the bar
- Clean the woodwork next to the trash can near the coffee area
- Roll up the clean bar mats and store them in a dishwasher tray
- Blow out the candles
- ANY CANDLEWAX CAN BE REMOVED WITH BOILING WATER AND A RAG (IF NECESSARY
- SOMETHING LIKE A PIN CARD, NO FILES, KNIVES OR WHATEVER)

Refills

- Make sure all soda drawers are refilled correctly
- Refill the backup soda crates underneath the glasses

- Refill all the beer fridges
- Refill the liquor bottles

Wines:

- Refill the wine fridges with the stock we have upstairs. If anything is missing: send a list to Bobby.
- For the open wine bottles, make sure they all have an actual cork in them and write down the date it was opened.

Inside (down- and upstairs)

- All tables clean
- Throw away dirty coasters
- Electric candles back in the chargers
- Wipe down all menus and put them back on the tables

Outside

- At last call (00.45/1.15): gather all plants and candleholders in a gre basket and bring them inside.
- Put the lights back in the charger.
- From close onwards (01.00/01.30)
- Wipe down all menus and put them back in the basket and bring that inside as well.
- Take all the ashtrays inside and clean them with a wet rag.
- Dump out the trash from the little ashtray disposal bin, rinse that with some hot water in the sink in the back.
- Move table 1, 2 and 3 (inside) to create some space for the chairs and tables from outside.
- Take all the signs inside.
- 15 minutes after closing time: time for everybody to move away from our terrace to the big
- Hoender terrace.
- Close the small parasols first (disconnect the lights), then the big one after that.
- Chairs & tables in front of the door and windows (801-904) get moved inside.
- Stack the tables and chairs from the big terrace neatly (between the 2 small parasols) and lock them up with the cable.

- Sweep the door terrace area well.
- After outside is completely done, close the doors and the curtains.]
- Then, finally turn off the heaters.