

Closing List

NAME: _____

DATE: _____

Clean as you Go is Key! - it will save you a lot of time in the end! 😊:

- If you walk past guests sitting with empty serving plates – take them with you – you’ll thank yourself later, and the guests will be happy to get them out of the way!
- All tables should be cleaned as soon as the guests leaves; sprayed with disinfection spray and wiped with a cloth. The table and chairs are set nicely (goes for both inside and outside)
Inside: Place salt, pepper, plates and cutlery on the table right away unless next day is a great outside sitting day. Check on www.yr.no
If the candle is burned down – change it right away – then you don’t have to change all of them when you close.
Outside: The blankets are folded nicely and put over the chairs when a table leaves – then you don’t have to spend time on folding all the blankets when taking them inside later.
- Remember to check the dishwashing area for clean glasses during the evening and place them at their designated place
- Make cups with cutlery as you go (for 2/4 pax)

TO DO	
19.30-20.30	
Close one of the bars (which one, depends on the weather. If people sit outside u close the inside bar and vice versa.) – see “Closing the Bar” and make sure you have everything you need for the rest of the evening in the other.	
20:00-21.00	
Stock both bars with milk, almond biscotti, sugar, straws, napkins, menus, soda, beer, fruits, fresh mint etc.	
Cut the limes, lemons and oranges for the juices. Remember to cut an extra, large box on Fridays and Saturdays, so we have enough for the weekend brunch. Also check that there is extra mint leaves for the weekends.	
Fill up all the sirups from the boxes.	
Change the pouring lids on the alcohol bottles if needed, and wash them	
When the Kitchen Closes:	
Take the trays (both for food and drinks) to the dishwashing room – If the dishwasher is not there, you wash them yourself. NB! Keep 1-2 trays – you’re still gonna need some for the rest of the evening.	
Fill up the station with plates (the cleaned ones from the dishwashing room) and candles if we’re running low	
Fill <u>all</u> of the cups with cutlery for 2/4 people	

22:00-23.30	
Clean the draft beer and wine tips in room 1 & 2 with boiling water in a cup, then place the black rubber things on all taps (except water taps) and wash the drip trays. Do the same with the tips in the bar you haven't clean yet, as you can no longer serve alcohol.	
Put all the wine/beer glasses for self-service back, and place the wooden shelf/table they were on in the back	
Turn off all the music or turn down to an absolute minimum. U can not listen to music while cleaning after guests leave	
Close the other bar – see “closing the bar” <ul style="list-style-type: none"> - You can clean everything, including the espresso machine, but do not turn it off just yet, in case anyone wants to order a coffee. 	
When the last ‘all inclusive’ guests have paid:	
Remove all self-service items from the top of the bar and wipe the surface clean. <ul style="list-style-type: none"> - The teas goes on the shelf under the coffee machine - Sodas are put in the fridge in the back, and the fridge is stocked with more if needed 	
Sunday- Thursday we close at 22 – 22.30 depending on how busy it is. If anything special goes on (larger party, event in parken etc) then we can close a bit later. FRIDAY and SATURDAY we close serving at 23.30 and the last guest MUST be out from our indoor and outdoor area at midnight. It is VERY VERY important that there is completely quiet and no guests at midnight latest. It is your responsibility as waiter. From 10 pm every night please keep volume of music at close to zero and tell guests not to shout and sing! Below are some times (Friday/Saturday)n of how to close:	
22:15	
Check the dishwashing room for clean glasses and cutlery – bring it out to its designated place	
Make sure the IPads and the iPhone are charging overnight in charging the two stations.	
Broom the floor behind the bar (only if no cleaning in the morning).	
Empty the dishwasher for water, clean it inside (use the program dr) and turn it off	
Wash the rack in the dishwashing area, so it all shines and no food is in the sinks.	
Empty all of the trashcans you see is still with trash (remember outside), and put a new bag in the bins – place the bags in the back so they are ready to be taken out when you close.	
22.45	

Outside: Doublecheck that you have wiped all the tables during the evening and that they are all set nicely in correct number order.	
Turn off the last espresso machine.	
Outside: Put the rocks on the tables in a plastic container and place them inside. Container can not be in public during day (its ugly)	
Outside: Put the flowers in a milk crate and put them in the walk-in fridge overnight.	
Outside: Bring in the blankets (make sure they are all folded nicely, so it's easy for the opening shift to put them back out in the morning). If they are wet, put them over the chairs inside.	
Outside: Bring in the small lamp.	
23:00 – 23.15	
Outside: Turn off the heaters(!) (in the 100/200-area and by the lakes) – this is V.I.P., as they need time to cool down before taking the awning in	
23.15: Tell guests its last round!	
Outside: Bring the small lamp inside and place the sign in the 100-area.	
Outside: Turn off the lights outside	
Blow out all the candles – walk around in all the rooms to be sure that all of them are blown out. If they need to be changed – change them. NB! – if you only have guests sitting outside, you can do this earlier.	
Check that all tables have been wiped inside and make sure that salt/pepper, plates, cutlery and a candle is placed on each table. NB! – if you only have guests sitting outside, you can do this earlier.	
Lock the door from the inside and count the cashier – put the cash in drop safe and leave as many coins as possible in the cup for tomorrow.	
Take the used menucards + the trash bags and throw them in the containers in the backyard	
Bring used towels to the laundry basket for towels, and the used cloths in the laundry room (where the uniforms go as well).	
Take the awning inside. It should be 50cm from the wall, so the light balls don't break. (NB! very important that this is done 5-10 min after you turned off the heaters. Otherwise the awning will melt).	
23.30: tell all guests we close so you are sure they are out by midnight	
Make sure the door in the kitchen and all the one in the wardrobe are locked. Check that all the windows are closed upstairs, in the toilets, the kitchen and the dishwashing room. If in doubt – go an extra round.	
Turn off the lights in the back and outside umbrellas.	
If any people or guests are outside make them leave immediately. Stack chairs on area 400 and put benches on tables 370-380-390.	
Check out on planday, Change clothes and lock the door when you leave. If any people outside make them leave the area.	

CLOSING THE BAR

Since our guests are mainly serving themselves in the evening (due to our all-inclusive concept), we don't need to have two bars open the entire evening. Therefore, you should close one of the bars as soon as you're done stocking up – which one it should be depends on the weather.

If you are not making a lot of drinks, you can do most of the steps in both bars earlier than the plan says.

	In	Out
Clean the draft beer and wine taps with boiling water in a cup, then place the black rubber things on all taps (except water taps)		
Take the drip trays under the beer/wine and the coffee machine to the dishwashing room and ask the dishwasher to wash them – if he's not there, you do it yourself.		
Place fruits, mint, sirups etc. in the fridge		
Take the cutting board to the dishwasher		
Wash the knife yourself		
Clean the espresso machine and the area around it with a cloth. Put the milk jugs, the coffee stamper, the spilling tray, and the drawer in the dishwasher.		
Start the cleaning program on the espresso machine. Put the handles in water with cleaning powder overnight. Fill a milk jug with boiling water and cleaning powder, and let the steamer sit in it overnight.		
Polish the espresso machine and the beer/wine taps with the spray called 'glas klar' and paper.		
Empty the filter coffee machine, and rinse it with water and calc cleaner. Turn it off.		
Wipe all surfaces in the bar with soap water and disinfectant		
Clean <u>all</u> the sinks in the bar (make sure the two we put sirups/juices + Ice in is <u>super</u> clean – pour some boiling water in it, followed by a cloth with soap water and disinfectant).		
Outside:	Out	
Make sure the bar is filled up with enough glasses and cups for the morning		
Remove straws, pencils, napkins etc. from the top of the bar and place it on the shelves under		
Empty the grey ice-container and place it inside.		
Place the Coffee grinder, stamper etc., the small lamp and flower inside.		
Close the bar off with the wooden boards. Get the locks and key from the cashier and lock both sides. <u>Put the key back in the cashier.</u>		
Place the black covers over the bar and espresso machine		