

Closing Checklist October - March

Front of House

- ___ Unplug *tasting room open sign*; change road sign to *closed* (*turn road sign lights off, switch on*)
- ___ Complete cash-out; ensure drawers are \$200 place cash out envelope in the invoice slot by Chris's office
- ___ Close Tasting Room Bottle Write off
- ___ Place till keys in top drawer in tasting room office;
- ___ Turn off fridge light & cooler lights
- ___ Turn off fountain **once all guests have left**
- ___ Refill linen drawer; put all used linens in laundry bag. **SUNDAY** - put laundry bag by restaurant kitchen's back door for Monday morning pick-up
- ___ Marry wines, date open tasting bottles in front chillers and back fridge; update open bottle list; replace pour spouts with caps or corks
- ___ Use *Repour* spouts for premium bottles (don't forget about wines in back fridge)
- ___ Wipe inside of wine cooler with cloth
- ___ Soak pour spouts in warm soapy water for 2 mins; rinse thoroughly after
- ___ Wash & polish all glassware
- ___ Remove plug from dishwasher, hold drain button (beside temperature displays) for 5 seconds to begin draining, and allow to drain fully.
- ___ Turn off Dishwasher and leave door open
- ___ Clean public & staff bathrooms (sweep and mop if necessary; replace soap, paper towel & toilet paper when low; wipe down counter, mirror, toilet, and sink)
- ___ Return dirty dishes to restaurant and bring clean dishes back; tidy up food prep stations; check stock of snack menu items
- ___ Break down extra wine boxes (>6)
- ___ Collect recycling & garbage and drop off at dumpsters
- ___ Take out full cases of empties to the shed by the restaurant
- ___ Record fridge temperatures on clipboard in the back of the tasting room
- ___ Lock windows & doors
- ___ Close doors from tasting room to office & office door to back storage area



___ Turn off lights, turn on alarm & lock back door

Stocking

___ Restock wine on retail shelves, fridge, and cupboards; move all wine to front of cupboards

___ Restock retail items (fridge drinks & cheese; chocolate; maple syrup; crackers; magazines; cookbooks, etc.)

___ Stock waters for next day in fridge

Winter

___ Remove any accumulated snow at front entrance and terrace pathway

___ Sprinkle de-icing salt outside tasting room doors when necessary

Managerial Duties

___ Pack & arrange shipping for any orders that came in during the day

___ Check voicemails & emails; respond or leave note for opening staff

___ Check *Tock* for next day's reservations for any charcuterie orders. Place orders via email to chef@unsworthvineyards.com (cc salesdesk@unsworthvineyards.com) with quantity

___ **Lock and arm the winery**

Comments
