

The Tasting Room — Busser Training

Closing Checklist

Complete nightly; initial each section and obtain manager sign-off.

Name: _____ Date: _____ Trainer: _____

Bus Station Reset

- ☐ Wipe all surfaces; organize tools; restock linens, sugars/sauces, and polishware.
- ☐ Replace sanitizer buckets; launder or swap soiled towels; empty trash and reline.

Dining Room

- ☐ All tables fully reset to standard; glassware returned to appropriate racks.
- ☐ Sweep under barstools and tables; wipe seats and chair backs as needed.
- ☐ Polish check: cocktail menus wiped; lights and visible fixtures dust-free.

Patio Close (if open)

- ☐ Tables wiped and stacked/stored to standard; umbrellas secured or stored.
- ☐ Walk paths clear; heaters or elements powered down and safely stored.

Bathrooms

- ☐ Restock TP (swap cores), refill paper towels, refill soap as needed.
- ☐ Empty trash; wipe counters and fixtures; polish mirrors; final spot check.

Sidework & Final Walk

- ☐ Silverware: polish count completed; roll-ups finished (record quantity).
- ☐ Water pitchers emptied and cleaned; trays/trivets cleaned and stored.
- ☐ Floors and pathways clear; doors secured; thermostat set as directed.
- ☐ Manager walkthrough completed; questions resolved.

Manager Sign-Off

Closer Initials: _____ Trainer/Manager: _____ Date: _____

Notes: