

OPENING AND CLOSING DUTIES

Objectives :-

1. To be get familiar with bar opening and closing procedures.
2. To understand the purchasing procedure of bar supplies.
3. To understand and remember the receiving and storing of supplies
4. To understand the issuing procedure of bar supplies.

Bar opening duties include:

- ✓ completing the requisition for bar stocks for the day's trading (business):
- ✓ carrying out housekeeping duties:
- ✓ cleaning one area of the bar shelves thoroughly on each day of the week, so that over the seven-day period every part of the bar receives attention:
- ✓ requisitioning food items which are required from the stores:
- ✓ wiping and polishing bar and table tops where appropriate;
- ✓ collecting clean linen before service;
- ✓ restocking the shelves in the bar behind the bottles which are already there; labels should always face the customer with each bottle wiped clean as it is put in place; old stock is put in front of the new stock;
- ✓ checking that an adequate supply of ice is available;
- ✓ checking the cash float
- ✓ laying out cocktail equipment where needed; checking that optics are in working order;

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- ✓ attending to the beer casks in the cellar and turning on the beer taps; a small sample of each beer should be tasted;
- ✓ polishing Glassware.

Bar closing duties include:

- ✓ checking and clearing the tills;
- ✓ completing bar summary sheet;
- ✓ removing empty bottles from the bar;
- ✓ attending to the beer casks in the cellar and turn off the beer taps;
- ✓ collecting all glasses and ashtrays from the bar tables;
- ✓ brushing out the ashtrays into a metal bin with a 2 1/2 - 3 inch paintbrush
- ✓ making the bar ready for early cleaning the next morning by placing the chairs on the tables;
- ✓ starting a requisition list of known items of stock which will be required the next day; the list will be completed by the next day's opening team;

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- ✓ washing all glassware;
- ✓ returning useable fruit to the fridge;
- ✓ disconnecting electrical equipment, except for tills and refrigeration or cooling cabinets, by removing the plugs from the sockets;
- ✓ pulling down and securing all grills, hatches and windows.

PURCHASING, RECEIVING, STORING, ISSUING

THE PURCHASING PROCEDURE:

The procedure can be broken down into five steps

- A requisition form from an authorized member of staff , for example a Restaurant Manager , Head Chef or from the storekeeper, informing the purchasing manager of the low stock levels of items.

- The selection of the source of supply.
- Entering into contract with the supplier by phone or in writing and negotiating the price to be paid and a satisfactory delivery performance with particular reference to the time, date, and the place of delivery.
- The acceptance of goods ordered and the adjustment of any discrepancies in quality or quantity of goods delivered.
- The transfer of commodities to the ordering department or to the store or cellar.

Receiving process/inspection of quantity and quality of food and beverages :

- **Step1:** The goods received should match with the particulars shown in the supplier's delivery note (invoice) and the relevant copy of the purchase order.
- **Step2:** It should be made sure that all the incoming goods are properly checked. The quantities of the non-perishables tend to remain same over long periods and that is why stress should be given on the quantities received. In case of perishables both quality and quantity must be

checked thoroughly. The brands of beers, wines and spirits should be the same as ordered. The dates of manufacture of the beverages must also be checked. That is why a goods received clerk should be knowledgeable and competent enough to monitor the quality of the material received.

- **Step3:** The goods should be received only if the specifications that were demanded are met completely.
- **Step4:** The particulars of all the food stuffs received are entered in a goods received book, which usually consists of loose-leaf sheets. At the end of each working day, the goods received clerk attaches the goods received sheets, copies of purchase orders and forwards them to control department.
- **Step5:** When receiving food stuffs both the quality and quantity must be checked and in case of beverages, quantities of beverages actually received are given more emphasis. Beverages like table wine, etc. are subjected to quality inspection.
- **Step6:** After receiving the food and beverages, all the commodities are transferred immediately to appropriate stores.

STORING:

All beverages should be stored in such a way that all brands and products can be easily accessed whenever needed. This can be achieved by assigning specific storage location to each type of beverage. Then, placing the shelf label or bin card on the shelf helps in locating the beverages as well as maintaining the inventory. Thus all the beverages must be placed in a similar manner that is, similar type of item are kept in one place. They should be stored such that their quality is maintained and the shelf life is prolonged. For these factors like, temperature, humidity, light in the store rooms and the manner of storing beverages are a matter of concern. Moisture is of significance if the bottles are corked in case of wines. Air harms the quality of the product drying the cork of the bottles. This happens in case of low humidity. Thus, such types of bottles must be stored in cool and damp areas. Bottled wines and beers should always be kept away from light. Although any type of light is harmful for such beverages, it has been observed that natural light is more harmful than artificial light. Dark colored bottles are helpful in obstructing light. The manner of placing the bottles is very important in storing of beverages.

Once beverages are received they must be removed immediately to the cellar and a tight level of control maintained at all times. The storage of beverage is ideally separated into five areas as follows:

The main storage area for sprits and red wine held at a dry and draught-free temperature 30° C.

This area is also used for the general collection and preparation of orders for the various bars and the storage of keg beers when there is a reasonable turnover.

A refrigerated area of 10-15° C for the storage of white and sparkling wines.

An area held at a temperature of 5° C for the storage of bottle beers and soft drinks.

A totally separate area, from those above, for the storage of empty bottles, kegs and crates. This area needs to be as tightly controlled as the beverage storage area, not only because of the returnable value of the crates and bottles, etc., but to prevent free access by bar staff when an 'empty for full' bottle method of issuing is in operation.

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The merchandise is unpacked in the cellar and stored correctly (table wines with an alcohol content less than 16% by volume are stored on their sides, bottles of fortified wine, spirits and vintage ports are stored upright) on shelves or racks in the same order as on the standard bottle code/bin list. The objective for preparing a standard bottle code/bin list is to eliminate the confusion of bottle sizes, spelling of names and different brands, and to establish an appropriate starting point for the control of beverages. All requisitions, inventories, wine lists, etc., are related to the code/bin list. An extract from a list could be as follows:

- Bin number 100-149 English table wines
- Bin numbers 150-199 Imported white wines
- Bin numbers 200-299 Imported red wines
- Bin numbers 300-399 Sparkling wines
- Bin numbers 400-419 Scotch and Irish whisky
- Bin numbers 420-499 Gin

To avoid confusion, the M is usually assigned for magnums, H for half bottles S for split bottles.

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ISSUING:

Issuing of beverages should take place at set times during the day and only against a requisition note signed by an authorized person, for example, head barman, banqueting head waiter, etc. Ideally, when the requisition is a large one it should be handed in several hours before the items are required to allow the cellar staff plenty of time to assemble the order together. Requisition notes are usually made in duplicate, one copy being retained by the cellarman so that entries can be made to the cellar records and then it is passed to the control or accounts office, while the second copy is retained by the person who originated the requisition and handed in with the daily takings and other control documents.

The pricing of issues for beverages is different from that for food in that two prices are recorded, the cost price and the selling price. The cost price is recorded to credit the cellar account and for the trading account and balance sheet purposes.

The selling price is recorded for control purposes to measure the sales potential of a selling outlet using the basic formula:

Opening stock + purchase – Closing stock = Total beverage consumed

Total beverage consumed = Beverage revenue

It should be noted that the above formula may be calculated for the value of stock and purchases either.

At cost price in order to compare the usage with the actual sales and to ascertain the profit margin and beverage gross profit.

At sales price in order to compare potential sales with the actual recorded sales.

It is usually for the beverage revenue to be different from the sales potential figure because of such factors as a high percentage of mixed drinks being sold or full bottle sales being made over the counter of a bar.

References :-

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