

ADVANCED BAR - CHECKLIST

Working behind the bar in Buzzworks requires you to have excellent technical knowledge. This encompasses working efficiently, product knowledge, attention to detail and the ability to deliver stylish service – whether to customers or on dispense. Stylish bartending makes the difference between good and great service! Your Buddy will take you through some more advanced areas and techniques that are used in the bar, and how to deliver the service standards that we are known for.

Employee Name _____

Start Date _____

Buddy Manager _____

Barista

Perfect Serve		Outcome	Trainer	Date	Signed off as competent by buddy manager
Single Espresso	Demonstrate how to pour a single espresso from start to serve.	Use knowledge from basic checklist.			
No Crema No Serva	Discuss.	Can explain why Crema is important for the flavor of coffee.			
Perfect serve	Place cup on saucer, handle to the right hand side, spoon & biscuit under handle, serve with sugar bowl.	Consistently present coffee to company standard.			



BAR

ADVANCED BAR - CHECKLIST

Steaming Milk		Outcome	Trainer	Date Completed	Signed off as competent by buddy manager
Ensure flat sided jug is cold and free of residual milk	Demonstrate all before guiding trainee through the processes.	Uses flat sided jug for steamed Milk.			
Pour in fresh cold milk	Explain why fresh milk is Best.	Uses fresh milk each time.			
Purge steam wand	Explain why steam wand should be purged.	Purges wand every use.			
Place wand at side of jug with nozzle completely submerged	Demonstrate and explain.	Knows where to Place wand when steaming.			
Turn steam wand on full blast	Explain why steam wand needs to be on full power.	Turns to full Power Immediately.			
The nozzle should remain just under the surface of the milk and at the side of the jug	Explain spinning and aeration of milk: how it expands and sweetens if heated.	Can emulate spinning the Milk.			
Turn off the wand when the thermometer reads 140°F	Demonstrate and show turning off as a quick, immediate action, not slowly turning wand off.	Turns of the steam wand to achieve the correct temperature.			
Take the jug away from the wand, and wipe the wand	Wipe and purge, reiterating why cleaning is important.	Wipe after every coffee.			
Remove the thermometer	Demonstrate.				
Tap the jug on the bar top and swirl to	Demonstrate.	Can produce milk with a smooth surface.			



ADVANCED BAR - CHECKLIST

knock out bubbles and create a dense, smooth texture					
Pour steamed milk from the spout of the jug	Show tipping the milk to get best texture, and speed to Control.	Has enough control to create latte art.			
Foaming Milk		Outcome	Trainer	Date Completed	Signed off as competent by buddy manager
Ensure bellied jug is cold and free of residual milk	Demonstrate all before guiding trainee through the Processes.	Uses bellied jug for foamed Milk.			
Attach thermometer (not to touch bottom of jug), ensure it is easy to read	Explain how this gives a false reading if touching the bottom.				
Pour in fresh cold milk	Explain why fresh milk is best.	Uses fresh milk each time.			
Purge steam Wand	Demonstrate and explain.	Purges wand every use.			
Place wand in the centre of jug with nozzle completely submerged	Demonstrate.	Knows where to place wand when foaming.			
Turn steam wand on full Blast	Demonstrate and explain.	Turns to full power immediately.			
Lower the jug so the tip of the wand is Partially submerged, there should	Demonstrate and explain that aerating the milk will cause it to gain volume.	Can spin and lengthen the milk.			



be a hissing noise					
Adjust the position of the jug so the tip stays partially submerged as the volume increases	Demonstrate.	Can spin and lengthen the milk.			
Continue to foam until the volume has doubled	Explain raising wand to adjust for increased volume.	Can spin and lengthen the milk.			
Once enough foam has been produced lower the wand to continue heating	Demonstrate.	Can adjust for foam without overflowing.			
Turn off the wand at 140°f	Turn off as a quick action .	Can achieve correct temperature.			
Take the jug away from the wand, and wipe the wand	Demonstrate.	Wipes wand every time.			
Remove the thermometer					
Swirl to keep foam and milk together	Demonstrate and explain	Creates thick, glossy milk			
Pour from the side of the jug in a rocking motion to fold out the foam	Demonstrate showing control tipping the milk so consistent texture.	Pours milk with enough control to create latte Art.			



BAR

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Cocktails

Techniques – Shaking		Outcome	Trainer	Date Completed	Signed off as competent by buddy manager
Get appropriate glassware ready	Fully demonstrate shaking a drink, explaining how and why for each step.	Chills all glassware before use.			
Measure ingredients into small part of the tin	Show measuring and pouring, without spillage, in a stylish fashion.	Can pour into small part of tin accurately.			
Fill large part $\frac{3}{4}$ with ice	Fill with ice scoop.	Can fill with ice without spilling.			
Pour in liquid and secure small tin on at an angle	Demonstrate.	Pours in liquid in a controlled fashion, not spilling.			
Shake vigorously for 10-12 seconds	Demonstrate standard shaking technique, facing down the bar and holding securely.	Can shake down the bar safely and vigorously.			
Hold large part of shaker and squeeze where the two tins meet to release the seal	Explain that little pressure is needed to open shakers. If they are stuck then a quiet tap on the seal should open them.	Confidently open shaker set unassisted.			
Remove the small part by wiggling from side to side	Demonstrate.	Can split the shaker set.			
Check balance of drink by lifting a sample with a straw	Explain the importance of consistency, and knowing the taste and balance of every cocktail.	Able to identify drinks that are unbalanced and adjust.			
Place hawthorn over tin	Explain use of a hawthorn strainer, and that it should be used for every shaken drink.	Can use hawthorn without spilling cocktail.			
If drink is	Explain why and demonstrate				



straight up use fine strainer as well, if not strain directly over ice from hawthorn	pouring through hawthorn and fine strainer.	Uses Hawthorne strainer correctly when pouring cocktails.			
Garnish and serve drink	Demonstrate.				
Rinse all equipment thoroughly under tap. Don't put through glasswasher during service.	Explain why and demonstrate.	Hand washes all equipment after each use.			
Return all equipment to correct place	Explain why and demonstrate.	Returns all equipment after use.			
Techniques – Stirring		Outcome	Trainer	Date Completed	Signed off as competent by buddy manager
Get appropriate glassware	Fetch glassware for cocktail and a mixing glass.	Can identify a mixing glass.			
Fill mixing glass with ice	Explain why consistency in temperature is important.	Pre-chills Glassware.			
Measure ingredients into mixing glass	Highlight importance of measuring every ingredient.	Measures into mixing glass accurately.			
Briskly & stylishly stir with barspoon for 20-25s	Demonstrate.	Stirs without chipping ice.			
Check balance and dilution of drink by lifting a sample with a straw	Demonstrate.	Checks every cocktail for dilution and balance.			
Place julep strainer on top and pour into glass	Demonstrate	Can use julep strainer correctly.			
Garnish drink	Demonstrate				



and serve					
Wash all equipment thoroughly	Demonstrate.				
Return all equipment to correct place	Demonstrate.				

Sign off by Employee _____ Date _____

Sign off by Buddy Manager _____ Date _____

Sign off by Manager _____ Date _____



BAR