

## Prepare and clear the bar area

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### Overview

This standard is about how you prepare the bar area ready for service. It covers creating a welcoming environment for your customers, making sure that all the necessary service items and equipment are available and concludes with the efficient clearing of the bar area.

This standard focuses on the technical knowledge and skills required to prepare and clear the bar area; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard:

- Maintain basic food safety in catering
- Maintain food safety in a hospitality environment
- Provide basic advice on allergens to customers
- Minimise the risk of allergens to customers

When you have completed this standard you will be able to demonstrate your understanding of and your ability to:

- Prepare and clear the bar area

## Performance criteria

### *You must be able to:*

1. Check that the customer and bar service area is clean, undamaged and ready for use according to your workplace procedures
2. Check that the service equipment (including waste containers) is clean, undamaged, where it should be and switched on ready for use
3. Prepare a sufficient supply of service equipment that is clean, undamaged, ready for use and stored appropriately
4. Prepare a sufficient supply of drinks stock ready for service and store appropriately and at the correct temperature
5. Make sure that bar menus and promotional items are available, clean and correct
6. Check that the customer area is appealing and welcoming to customers according to your workplace procedures
7. Dispose of rubbish and waste appropriately keeping all areas clean and tidy
8. Make sure that the customer and bar service area is clean, welcoming and ready for the continuing service
9. Assemble service items ready for cleaning, check that all service equipment is clean and turned off and stored away correctly, and store reusable food garnish items, according to your workplace procedures and food safety regulations when clearing customer and bar service area
10. Make sure that the glass washing equipment is clean, undamaged and ready for use
11. Stack glasswasher safely and clean glassware at the recommended temperature
12. Check the finished glassware is clean, undamaged and dry before storing according to your workplace procedures
13. Dispose of broken or damaged glassware following the recommended procedures
14. Leave the glass washing equipment clean and ready for continuing use

## Knowledge and understanding

### *You need to know and understand:*

1. Safe and hygienic working practices when preparing and clearing the customer and bar service areas
2. Why it is essential to check expiry dates on stock items
3. Why a constant stock of drinks and accompaniments must be maintained
4. Why a stock rotation system must be used
5. Why service areas must be secured from unauthorised access at all times
6. Why electrical equipment must be properly maintained by experts
7. Why and to whom damaged equipment and breakages must be reported
8. The types of problems that may occur when preparing and clearing the customer and bar areas and how to deal with these
9. Why customer and bar service areas should be left tidy and free from rubbish after service
10. Why waste must be handled and disposed of correctly
11. Why correct storage procedures must be followed for food and drink stock
12. Safe and hygienic working practices when cleaning and storing glassware
13. What the proper procedure is for disposing of damaged or broken glass
14. How to maintain glass washing equipment
15. How to safely store glassware
16. The types of problems that may occur when cleaning and storing glassware

## Scope/range

### 1 Stock for drinks service

- 1.1 bottled
- 1.2 draught
- 1.3 optic
- 1.4 free-poured
- 1.5 in cartons
- 1.6 in cans
- 1.7 hot drinks

### 2 Service equipment

- 2.1 bottle openers / corkscrews
- 2.2 optics / measures / pourers
- 2.3 glassware
- 2.4 drip trays / mats
- 2.5 ice bucket and tongs
- 2.6 chopping board / knife
- 2.7 coasters / drink mats
- 2.8 decorative items / stirrers

### 3 Condiments and accompaniments

- 3.1 ice
- 3.2 food garnishes
- 3.3 accompaniments for hot drinks

### 4 Electrical equipment

- 4.1 refrigerated units
- 4.2 ice machine
- 4.3 glass washer
- 4.4 hot beverage equipment

### 5 Service area

- 5.1 counters and shelves
- 5.2 floor
- 5.3 waste bins / bottle container

### 6 Glassware

- 6.1 glasses
- 6.2 jugs / pitchers

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**Relevant Occupations** Bar Staff, Team Member, Waiter/Waitress

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**Suite** Hospitality - Food and Beverage Service

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