



BARTENDER

TRAINING PACKET

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NAME

Welcome to the Cody's Original Roadhouse Hourly Training Program. We are excited for you to be a part of our team and to teach you everything we can in order for you to be a success at Cody's. Please fill in the facts below so that you can have the proper information if something is to arise during your training process. Please bring this study guide and quiz packet to class every day.

Training Schedule for the Week			
	Date	Time	Trainer
Day 1			
Day 2			
Day 3			
Day 4			

## Bartender Training Process Overview

### Options for training times:

2:00-3:00 Class with Food Show and Quiz Review

3:00-8:00 Pre-Meal/Follow

8:00-8:30 POS Practice

**OR**

4:45-8:30 Pre-Meal/Follow

8:30-9:00 POS Practice

9:00-10:00 Class with Food Show and Quiz Review

Cody's Original Roadhouse bartenders are promoted from current servers. Since you have already had the server training all you will need is to train behind the bar with the bartender trainer. The Lead Trainer will set your training calendar prior to the start of training. Trainee receives study guide, copies of drink recipes, and all cheat sheets.

## DAY 1

### ***Class Topics-***

- Steps of Good Service
- Break Down of the Steps of Service
- Alcohol Awareness and Cody's Roadhouse Alcohol Procedures
- Know Your State Alcoholic Laws Questions & Answers
- Alcohol 101
- Glossary of Bar Terms

### ***Follow Topics-***

- Trainee Follows Trainer
- Focus on Steps of Good Service, writing orders, ringing in orders, maintain the bar top, continual duties.
- Trainer to give an overview of the POS buttons (How to log in, Navigation of Bar Menus, Liquor, Beer, Wine Buttons, and Special Bar Drink Buttons).

## 12 Steps of Good Bar Service

- 1) Acknowledge and welcome the guest within 30 seconds of being seated. Suggest two specific alcoholic drinks and a specific starter.
- 2) Ring in the drinks and appetizer immediately. Deliver drinks within 60 seconds.
- 3) If the guest is ready, take their orders by walking them through the menu and suggestively sell.
- 4) Deliver appetizers and app plates within 8 minutes and refill drinks. Take order if guests not ready in previous step.
- 5) Deliver rolls, cold salad plates and bottomless salad by tossing the lettuce at the table. Pre-bus.
- 6) Deliver entrée and make sure guest needs are satisfied (refill any drinks, extra napkins, etc....) Pre-bus.
- 7) 2 minute/2 bites check back on quality of food. Maintain table appearance and cleanliness at all times. (Pick up dirty dishes, empty glasses, silverware, etc....) Remind guest to save room for a specific dessert.
- 8) Clear any unnecessary plates or silverware during each quality check. Take dessert order.
- 9) Deliver desserts within 3 minutes. Pre-bus.
- 10) Present the check. Stand the guest presenter up on the table. Bar top should have only a glass, coffee cup, spoon, etc.
- 11) Take payment when guest is ready. Give proper change immediately or process credit card. It is unprofessional to ask if change is needed. The proper response is: "I'll be right back with your change."
- 12) Thank the guest, say Good-Bye, invite them back and to ask for you.

## Break Down of the Steps of Service

### GREETING THE GUEST:

- ◆ When you walk up to the guest, say hello my name is \_\_\_\_\_.
- ◆ If you are busy, greet the guest and tell the guests you will be with them in a moment.
- ◆ Place coasters or bev naps in front of guests to signal that they have been greeted since there is no butcher paper on the bar top to write your name.
- ◆ When getting a drink order, make it a point to suggest **HAPPY HOUR 2 FOR 1, SIGNATURE DRINKS** and **UPSELL ALL OTHER DRINKS (during non-happy hour time)**.
- ◆ Also suggest two specific Starters.
- ◆ Must return the drinks to the guest within 60 seconds.
- ◆ Place tab with your name on the front and their name on the back in a glass in front of the guest or on the clothesline.

Your name on the front of the tab allows the guest to call you by name. The guest name on the back of the tab is for your manager or other bartenders to know the guest's name without having to ask.

### TAKING THE ORDERS:

- ◆ Make sure to ask everyone ordering a steak, if they would like to add any steak toppers. Use a positive head nod.
- ◆ Describe the steak temperature to the guest. I.e. - if the guest orders, MR- you say "that will be a warm, red center". This allows you to educate the guest on how Cody's cooks the steaks and eliminates the possibility of the steak going back because it is not the way the guest wants it.
- ◆ Upsell loaded potatoes, salad or soup to fajitas and sandwiches, etc.
- ◆ After taking the order tell the guest that you'll be back in a moment with the salad.

- ◆ Always repeat your name at this point so if the guest needs anything, they know who to ask for.

#### **RETURN WITH SALAD AND ROLLS:**

- ◆ Bring 1 roll per person plus one for the table along with cinnamon butter.
- ◆ Let the guests see the salad before you toss it.
- ◆ When serving the salad, talk to the customers, ask them if they have ever eaten here before – if they are **NEW** customers – **LET A MANAGER KNOW!** They want to meet our new friends.
- ◆ Once you place the tossed salad on the cold salad plate, hand it directly to the guest. This way, the guest feels how cold and fresh our salads are.

#### **2 BITE RULE:**

- ◆ After the entrees are served check with the table within 2 minutes or 2 bites of their meal to ensure everything is cooked to their liking and to make sure the order came out correctly.
- ◆ Ensure the tab is updated and is in front of the guest.

#### **PRE-BUS/DESSERT:**

- ◆ The only thing that should be left on the bar top at the end of the meal are napkins and drink glasses. Never leave empty handed.
- ◆ Don't forget to offer dessert. Even though they may be full right now, a little suggestive selling can make the guest get a dessert to go.

#### **DROP THE CHECK:**

- ◆ Place the tab in a check presenter and stand it upright on the bar top. Once the guest puts their payment into the presenter, they will lay it flat on the table. This is your cue that they are ready. Never ask the guest if they need or want change back. Instead, tell them you will be right back with their change. At that time, they can tell you to keep the change if that is what they desire.

## **Alcohol Awareness**

Alcohol Awareness is a growing concern within the Hospitality Industry nationwide. By recognizing the "early" signs of intoxication, monitoring your customer's consumption, and treating them as you would a guest in your own home, you fulfill your responsibility and protect the guest. The sale of alcohol is an important factor in any full-service restaurant, as it constitutes a large portion of total sales and of your individual check average. Given the volume of alcohol we dispense, it is of great importance for you to be knowledgeable in this area.

### **The Law**

If a server/bartender serves an alcoholic drink to an underage guest, the server/bartender can be arrested and/or is subject to a fine along with the restaurant and managers. It is important for you to realize that the law prohibits us from selling alcoholic beverages to anyone under 21.

Cody's requires you to always ask for proof of age for guests appearing to be under the age of 30. Use common sense - if in doubt, ask for an ID. Valid IDs need to be current, government issued, and showing a photo of the person presenting it. The description of the individual should be current as well. It should also list their birth date, height, sex, weight, and color of eyes and hair. With all this information at your disposal you can then make an educated decision on whether the individual is over the legal drinking age.

Acceptable IDs can be the person's driver's license and/or identification card issued by the State, passport/visa, military identification card, and resident alien card. Secondary forms of ID can be requested if you would like to verify the individual is who they say they are. Ask for bank cards, credit cards, school IDs, anything you feel would confirm the individual in question. The ID needs to be current. If it is beyond the expiration date or if the ID has been stamped or sealed as no longer valid by the agency which

issued it, then you have the right to refuse service. If it has been altered in any way, then this is also reason to turn them away. Bending the ID just slightly when you check it is a good way of recognizing cheap fakes.

It is also against the law to serve alcohol to someone who is intoxicated. At Cody's we are concerned about our liability, responsibility, and image in the community when it comes to people having too much to drink in our bar or dining room. Should a guest enter the restaurant already intoxicated, inform the manager, and do not serve them. If there are any complaints or problems, do not try to deal with them yourself. Excuse yourself from the table and get a manager. State laws regarding alcohol consumption are quite specific and abuse or neglect of serving responsibility involves public safety and liability to the company and you.

### **How to Check ID's**

Asking guests to show their ID is part of the job. It doesn't have to be a bad experience either. Younger guests expect to have to show them and older guests are usually flattered by the question. Here are a few tips to follow:

- Only ask for the ID of someone who looks younger than 30 years old.
- Once you ask for an ID, the guest must provide you with one or you cannot serve them alcohol.
- Remember to only accept the forms of picture ID mentioned above. School IDs and secondary forms of ID should only be used to help further identify the individual if the primary government issued ID is questionable.
- Check the expiration date to ensure the ID is still valid. To make things easy on yourself, note the threshold date someone needs to be born before to be legal prior to working your shift. This will relieve you of calculating it on the spot and save a bit of time.
- Now check that the individual matches the person in the picture. Check features such as shape of nose, earlobes, and shape of face and forehead. Hair and eye color can change slightly, so try to note other distinguishing factors.

If you're not certain that the customer is presenting a legitimate ID, ask some questions.

- What's your birthdate?
- What is your address?

These are all verification questions you can ask. More intelligent underage drinkers will memorize this type of information; don't be afraid to get creative. Beyond this point, if you are still not comfortable serving alcohol to the person in question, talk to your manager. Don't risk getting a citation just to cut a few corners. The entire process will take less than 2 minutes. Don't lose your job if the guest is underage and you didn't card them.

### **The Guest Who Doesn't Have an ID**

If a guest at any point becomes hostile over denied service, contact your manager and let the guest know that you do not want to risk your job. Smile and kindly let them know that you are legally not allowed to serve someone if they don't present a valid, recent, and recognizable ID. When people change their hair color, address, or weight to an extent where they are not recognizable, then it is their responsibility to update the photo.

Apologizing to the individual and reassuring them that it is simply to avoid legal action will usually help the situation. Remain calm the entire time, even if they become loud and obnoxious.

Checking for ID is entirely your responsibility. Do not expect anyone to cover this requirement for you. It doesn't have to be painful, and most customers expect for it to happen.

### **ABC/Excise Stings**

The Supreme Court has upheld the law that states the process of sending decoys to attempt to order alcohol at bars and clubs is legal and not entrapment. The Decoy Program allows local law enforcement agencies to use persons under age 20 as decoys to buy alcoholic beverages from licensed premises. The decision to use the Decoy Program is up to each law enforcement agency.



Decoys must answer all questions truthfully. A simple way of verifying if an individual is a decoy is to simply ask their age! While you check someone's ID just ask the question to find out if they are working for the decoy program. This is the most commonly used tactic. DECOYS ARE REAL! Don't ignore this tip! You will at some point encounter at least one.

## Cody's Roadhouse Alcohol Policies

Below are indicators which all bartenders and servers should be aware of and act on. Customers should be cut off if they show any of these signs. Managers must be alerted by staff to anyone who arrives in a condition that we should not serve them alcoholic beverages. When a staff member wishes to discontinue service to a customer, the refusal will be the Manager's duty and responsibility.

### Watch for the Signals

The restaurant industry provides a universal system that helps you identify the levels of intoxication by your guests' behavior. Because our concern is traffic safety, we relate drinking levels to a traffic signal.



#### **GREEN = GO** (Blood Alcohol Content 0.2-0.5)



This is usually a safe level that is reached after the first drink. Guests will become more relaxed, comfortable, and talkative at this point and may behave as they would without any alcohol.

#### **YELLOW = CAUTION** (Blood Alcohol Content .05-.08)

The signal changes from green to yellow as people continue to drink. At this level, inhibitions are relaxed and an effort should be made to reduce the intake. Some behaviors which indicate a yellow level are:

- Change in prior behavior
- Argumentative or abusive language
- Increased alcohol consumption and drinking other people's drinks
- Extremely talkative or friendly
- Annoying other guests
- Buying rounds for strangers

If your guests are behaving in these manners, their judgment can be impaired. Yellow IS NOT a safe level for driving and requires attention. If a guest has reached a yellow level, first inform a manager. Have the manager visit the table to check the level of intoxication. Be prepared to buy time, yet still maintain service:

- Refill drinks at a slower rate
- Add more serving steps before bringing another round (put down more napkins and remove all glasses)

#### **RED = STOP** (Blood Alcohol Content .08 and up)

At this level, your guests will display slowed reaction time and reduced motor coordination. Some behaviors that indicate a red level are:

- Reactions slowed to the point that a guest appears to move in slow motion and may have loss of simple motor skills
- Slow response when responding to questions, slurred speech, or thick tongue
- Responding to questions unreasonably or making irrational statements
- Eyes becoming glassy or inability to focus
- Losing train of thought or blank, staring facial expressions
- Clumsy actions i.e., spilling drinks, dropping money, stumbling, or falling down
- Not being able to walk straight or sit up straight
- Exaggerated emotional outbursts, crying, or laughing
- Change in color of facial skin i.e., pale or flushed

If your guests are exhibiting these behaviors, it signals a red level of drinking. If you feel that your guest is at the red level, inform a manager immediately and he/she will make the decision whether to "cut them off" from more drinks. Be diplomatic. Don't

embarrass anyone. If the guest attempts to order more drinks when they are at a dangerous level, acknowledge the order, but immediately get your manager. When the decision is made to cut off service, our first responsibility is to find out the guest's means of transportation home. To know if the guest is driving, we must ask "How are you getting home tonight?" or "Who's the chauffeur tonight?" If we find out we have an intoxicated guest that plans to drive, we must then proceed to dissuade him/her from doing so. This level makes driving a definite risk and requires immediate action. When your guests reach a red level, we must try to keep them from driving. If they are persistent, this would be the one exception to the rule in our industry's important philosophy: "The guest is always right" - and we must do our best to be in control in such circumstances. *It is important that you understand that in the event of an accident, not only Cody's but also **you** can be held legally responsible.* The policies we would follow at this point are:

- Offer to call someone to come and pick them up.
- Offer to call a taxi/rideshare service.
- Ask a sober companion to drive.
- If an intoxicated guest still insists on driving, a manager will call for a police escort.

## Know Your State Alcoholic Laws, Questions & Answers!

Q. May a licensee or his agent allow customers to bring their own liquor onto the licensed premises?

A. NO

Q. May a licensee allow patrons to sit on his premises, outside the building, and drink alcoholic beverages?

A. YES

Q. Do any officers other than beverage officers have the right to inspect the premises?

A. YES, any sheriff, deputy sheriff or police officer has that right.

Q. If I run out of certain brand, may I buy from a nearby bar?

A. NO. Sales of alcoholic beverages from one retailer to another are prohibited.

Q. May I legally pour the remainder of the contents of a liquor bottle into another of the same brand?

A. NO.

Q. How old must a person be to legally drink alcoholic beverages in Florida?

A. Twenty-one years of age.

Q. If a young couple enters the restaurant and the adult male buys two drinks and gives one to his girlfriend or wife, who is under 21, is the bar in violation?

A. YES. The licensee or employee has allowed a minor to possess alcoholic beverages in a licensed premises and the adult has subjected himself to possible criminal action for supplying alcoholic beverages to a person less than 21 years of age.

Q. What is a good identification as proof of age?

A. The person's driver's license and identification card issued by the State, the person's passport and/or military identification card. The mere possession of these documents does not assure they are in the possession of the owner. Therefore, common sense and reason must be used in making a determination if a person is of legal age to purchase or consume alcoholic beverages. **REMEMBER**, you have the right to refuse service to protect your license.

Q. If a person less than 21 years of age shows me an obviously falsified or altered identification, can I keep it?

A. NO. This can be done only by a law enforcement officer. You can, however, take the person's name and description to turn over to an officer.

- Q. May I be charged if I serve alcoholic beverages to a person less than 21 years of age who shows me a false identification?
- A. Yes, however, the disposition of such a charge, if made, will depend on the person's appearance, dress, type and quality of ID shown and the type of crowd to which the restaurant caters. Each case is a separate investigation to ascertain if a licensee has used due diligence in checking.

## Alcohol 101

### **Bourbon**

Bourbon whiskey is distilled from a mash of grain containing at least 51% corn. Bourbon is usually aged for 4 years in new charred-oak barrels.

### **Blend**

A blend is one or more straight whiskeys combined with neutral grain spirits. Blends contain at least 20% straight whiskey. They are at least 80 proof.

### **Canadian Whiskeys**

Canadian whiskeys are blended whiskeys, usually distilled from rye, corn and barley. Produced only in Canada under government supervision, most of the Canadian whiskey sold in this country is 4 years old.

### **Scotch**

Produced only in Scotland, Scotch whiskeys are blended they derive their individual personalities from native barley grain and traditional stills. All Scotch is at least 4 years old and usually 80 to 86 proof.

### **Irish Whiskey**

Produced only in Ireland, Irish whiskey, like scotch is a blended whiskey containing barley, malt and grain whiskeys. Unlike Scotch, the malt is dried in coal-fired kilns and the aroma of the fire does not reach the malt.

### **Vodka**

Vodka is highly refined and filtered liquor distilled at or above 190 proof. It is bottled at 80 to 110 proofs. It was originally made in Russia from potatoes, but in the United States, Vodka is usually distilled from grain, primarily corn and wheat. Vodka is not aged. It is colorless and virtually tasteless and odorless.

### **Gin**

Distilled from grain, gin receives its flavor and aroma from juniper berries and other botanical elements. Every Gin producer has their own recipe. Even though a distiller ages his Gin, he cannot by law make age claims for his product. Gin is bottled in this country at proofs varying from 80 to 94 proof.

### **Rum**

Rum is distilled from the fermented juice of sugarcane, cane syrup, and molasses. Rum is bottled between 80 and 190 proof. It is aged in uncharred barrels where it picks up very little coloring. Dark rums have caramel added to them for coloring.

### **Tequila**

Tequila is made from the mescal plant. It is not aged and usually bottled between 80 and 86 proofs.



## Draft Beers

### *Selections may vary by location*

\*\*\*\*All Draft Beer Should Have 1 inch of Foam Head When Poured\*\*\*\*

#### **Domestic Draft Beers**

List your restaurant's selection here:

#### **Import/Craft Draft Beers**

List your restaurant's selection here:

## Bottled Beer

### *Selections may vary by location*

\*\* \*Served in a paper bag\*\*\*

#### **Domestic Bottled Beer**

List your restaurant's selection here:

#### **Import Bottled Beer**

List your restaurant's selection here:

## Liquor

### *Selections may vary by location*

#### **Bourbon**

Kentucky Gentleman, Jim Beam

#### **Gin**

Mr Boston, Bombay, Tanqueray

#### **Rum**

Mr Boston, Ron Carlos Black, Ron Carlos 151, Don Q & Don Q Flavors, Bacardi Superior (White), Captain Morgan

#### **Scotch**

Inver House

#### **Tequila**

Montezuma, Dulce Vida Pina Jalapeno, Jose Cuervo Gold 80, 1800 Reposado

#### **Vodka**

Mr Boston, Three Olives Cucumber Lime, Absolut 80, Titos 80

#### **Whiskey**

Old Thompson, Old Camp Peach, Fireball, Canadian Club 80, Seagram's 7, Jack Daniel's Black, Jameson Irish 80, Crown Royal 80

#### **Liqueurs (DeKuyper)**

Amaretto, Sour Apple, Apricot, Blue Curacao, Blackberry, Butterscotch, Cream de Banana, Melon Dew, Peachtree, Triple Sec, Razzmatazz

#### **Cordials**

Mr Bosto

n Brandy, Gran Gala, Kahlua 40, Baily's, Cointreau, Sweet & Dry Vermouth, Real Sangria White & Red

## Wine

### *Beringer is our House Wine Brand*

#### **White**

Beringer Chardonnay, Cupcake Chardonnay (bottle only), Chloe Pinot Grigio (bottle only), Beringer Pinot Grigio

#### **Red**

Beringer Cabernet, Beringer Merlot, Chloe Red Blend (bottle only)

#### **Blush**

Beringer White Zinfandel

## Glossary of Bar Terms

**Aromatic:** A characteristic, identifiable bouquet or fragrance, the aroma of a liquor or liqueur lends to the enjoyment of the product.

**Bar spoons:** A long handled metal spoon similar to an iced tea spoon. The handle is usually twisted and capped. A bar spoon is used most often for stirring or layering drinks.

**Back Bar:** Area of the bar located farthest from the public, typically used for displaying inventory, glassware, storage for back-up items, to house the bar's refrigeration units, and for the bar's cash register.

**Bank:** The amount of money initially deposited into a cash register at the beginning of the shift.

**Bar Mix:** A name occasionally used for sweetened lemon juice. Also known as Sweet "N" Sour Mix or Sour Mix.

**Bar Par:** An internal operational system, a roster of all opened and unopened bottles of liquors and liqueurs stocked behind the bar at any one point in time.

**Bar Rail:** A narrow ledge or shelf which runs the length of the inside of the bar top.

**Blended:** A style of preparing a cocktail using an electric blender. The drink ingredients and crushed or cubed ice are mixed into a slushy, drinkable consistency. Commonly done with margaritas, Daiquiris, and Pina Coladas.

**Build:** To prepare a drink in the glass in which it is served. Hi-balls, drinks on the rocks and juice drinks are 'built' drinks.

**Call Brands (Name Brands):** Readily identifiable brands of proprietary liquors, usually known best through years of acceptance by the public.

**Chill:** To make a glass cold before pouring a drink into it

**Cooler: (1)** Wine mixed with a lemon-lime beverage (Sprite, 7- UP, etc.). **Cooler (2):** An under-the counter refrigeration unit used behind the bar or REACH-IN.

**Cold Plate:** A heavy, steel rectangular plate located on the bottom of the ice bin. The soda gun's feed lines are coiled inside the cold plate to cool mixers as they are dispensed.

**Corkscrew:** A doubled handed screw used to open up bottles of wine.

**Cut Off:** To refuse further alcohol service to a customer.

**Dirty Martini:** A martini with Olive juice.

**Double:** A double portion of requested alcohol. Our double consists of 2 1/2 ounces

**Draw:** To pour a draft beer.

**Dry Martini:** ½ the standard portion of vermouth added to the drink.

**Eight Sixed ('86'):** (1) In reference to a product or menu item, meaning temporarily out of stock. (2) When a customer is "86'd", he or she has been asked to leave the premises.

**Electric Blender:** Commercial appliance used to mix (blend) numerous drinks.

**Extra dry Martini:** A martini without Vermouth.

**Fifth:** A liquor bottle containing 1/5 of a gallon, or 25.6 fluid ounces. The metric equivalent of fifth is the 750 ml bottle (25.4 ounces)

**Flag:** A garnish made up of either a half-moon orange slice or pineapple wedge and a speared maraschino cherry.

**Flash Blend:** A technique of preparing a drink in an electric blender, turned on for only 5 seconds to yield a frothy, partially frozen drink.

**Float:** Used mostly to enhance presentation, it's the last ingredient added to a drink, poured unmeasured on top. Floated ingredient should be the heaviest product used and darker in color than the rest of the drink.

**Free Pour:** Dispensing liquor without the use of a measuring device. (WE DO NOT DO THIS)

**Frozen:** Blended with ice to a frozen consistency. Frozen Drinks may be prepared in a blender or frozen margarita machine.

**Garnish:** An appetizing and usually decorative condiment used to enhance the appearance (and sometimes taste) of a mixed drink or cocktail. Usually a slice of fruit, a cherry or celery stick added to a drink.

**Gun:** A carbonated mixer or electronic liquor dispenser.

**Head:** The foam on a glass of beer.

**House Specialty Drink:** A drink unique and individual to a particular establishment.

**Jigger:** A unit of liquid measure. A jigger must be used to measure alcohol at all times.

**Last Call:** The traditional notification to patrons that it is nearly closing time and the last opportunity to purchase a drink.

**Layered:** Poured carefully over the back of the bar spoon so that the ingredients remain separated. Cream drinks are usually layered.

**Lime Wheel:** A garnish made from a cross section cut of fresh lime, hung on the rim of a glass, used to adorn such cocktails as the Margarita and Daiquiri.

**Liqueur:** A sweetened alcoholic product, made by re-distilling or mixing spirits and various flavoring agents.

**Liquor:** A distilled alcoholic potable, usually of high alcoholic proof (70-151 proof).

**Liter:** The metric equivalent of a quart, measuring 33.8 fluid ounces.

**Margarita Salt:** Coarse grain salt used to prepare a cocktail requiring a salt rimmed glass. Kosher salt can also be used as Margarita Salt.

**Mixes:** Fruit juices or other flavored liquids added to the liquor in a drink. Sours, Collins and margaritas are made with a liquor plus mix.

**Mixing Tins:** A tall, metal cup that hold 24 ounces. It is used to prepare mixed or shaken drinks.

**Mixing Glass:** A tall, wide-mouthed glass used for stirring drinks.

**Muddler:** A wooden pestle used to "muddle" (crush) fruit into glassware. Used most often with the old-fashioned cocktail and mojito.

**Neat:** A shot of liquor served at room temperature.

**On the Rocks:** Liquor poured over ice with no mix.

**On the Side:** A shot of liquor with no ice served with an additional glass of ice and mix.

**Over/Under:** A cash register's tape will indicate the exact dollar amount of sales rung in during the course of a shift. When the opening bank is subtracted from the total amount of cash in the register's drawer, the remainder should equal the dollar figure on the reconciled register tape. If there is more in the drawer than what should be there, the register is said to be "over" by that amount. Conversely, if the total cash amount in the drawer is short of the sales figure, the register is said to be "under" by that amount.

**Par Level:** A number based on previous usage to determine the amount needed for a shift/day.

**Perfect:** A drink made with equal amount of sweet and dry vermouth.

**Perfect Pour:** A picture perfect glass of beer with no waste and correct amount of foam head. To achieve this hold the glass at a 45 degree angle about 1 inch below the beer faucet. Do not touch the glass to the faucet. Place your hand low on the tap handle and quickly snap the handle toward you in one quick motion. As the glass fills, slowly straighten the glass to an upright position and push the handle away from you. The foam head should be 1 inch.

**Pour Cost:** Measured in percent, the combined cost the numerous products depleted from liquor, beer and wine inventories, divided by the total sales generated by the depleted inventory.

**Pour Mat:** A ribbed rubber mat used under glassware when making drinks.

**Pour Spout (Pourers):** A reusable spout used in liquor or liqueur bottles, available in a variety of shapes and styles.

**Premium Liquor (Top Shelf Liquor):** A term associated with a bar's most expensive liquor price category.

**Press or Presbyterian:** A cocktail made with equal parts 7-UP and soda or ginger ale and soda.

**Proof:** The measure of alcoholic content in a potable. An 80-proof spirit contains 40% ABV when measured at 60 degrees F.

**Quinine Water:** Synonymous with tonic water.

**Recipe:** In order to achieve consistency in a perfectly poured drink a set of instructions on how to prepare the item must be followed.

**Rimmer:** A tiered container that holds the lime mix, salt and sugar for rimming margarita glasses.

**Rocks:** Cubed ice as when a drink is ordered on the rocks.

**Seltzer:** Synonymous with club soda.

**Shaken:** A drink that is prepared in a mixing glass over ice, covered with the mixing tin and shaken before being poured into the serving glass.

**Shift:** A scheduled period of work.

**Short Shaker:** A stainless steel can, resembling a smaller version of mixing tin, designed to fit snugly over a Collins or chimney glass so that the contents can be shaken directly in the glass.

**Shot:** The standard amount of liquor in every drink. Standard is 1 1/4 ounce.

**Speed Pour:** A pour spout with an enlarged opening allowing the contents of the bottle to flow out faster.

**Speed Rack:** A rack positioned at high level in front of the bartender's workstation used to hold the bar's well liquor for easy and rapid access; a necessity in commercial operations.

**Spillage Sheet:** An operational form used to record and track any and all liquor, beer and wine spilled, wasted or depleted from the

inventory.

**Splash:** A liquid measurement equaling approximately ½ ounce, assumed to be water unless otherwise specified.

**Split:** The name of a wine or champagne bottle equaling 6.3 fluid ounces, approximately two glasses.

**Spring Strainer:** A metal piece of mixing equipment incorporating a wrap-around coil to strain the contents of a mixing tin.

**Spritzer:** Wine mixed with club soda.

**Station:** The bartender's designated work area.

**Stirred:** A technique of gently mixing an iced cocktail in the mixing glass using long handled bar spoon.

**Strained:** A cocktail that is poured through a metal strainer into a chilled glass. Martinis, Margaritas and Manhattans are usually stirred and strained.

**Straight Up:** A cocktail served in a chilled glass without ice, after the contents have been prepared over ice in a mixing glass and then strained.

**Tab:** An ongoing tabulation of charges incurred by a patron.

**Tall:** A drink requested in a taller than normal glass, resulting in a less potent drink.

**Three Top/Two Top:** A table with three place settings or two place settings, respectively.

**Ticket:** (1) A guest check. (2) A tabulation of charges recorded onto a bill called a ticket.

**Tonic Water (Quinine):** A bittersweet carbonated mixer flavored principally with quinine.

**Twist (Lemon Twist):** A fruit garnish cut from the peel of the lemon. The name refers to the twisting motion (dome just above the filled glass) that releases citrus oil and flavor into the drink before the garnish is dropped in.

**Virgin:** A drink prepared without any alcohol.

**Walk-In:** A large capacity, commercial refrigerator big enough to walk into upright, used in most restaurants and hotels.

**Well Area:** The primary workstation behind a commercial bar.

**Well Liquor (House Liquor):** The (usually seven) basic liquors provided by the establishment for use in generic drinks where no specific brand of liquor is requested (ex: Gin & Tonic), or in drink recipes where a liquor is used only as a base (ex: Singapore Sling).

**With:** A mug or beer glass, when a bottled beer is ordered "...with".

**Up:** A cocktail that is chilled and served with no ice.

## Cody's Original Roadhouse Bartender Day 1 Quiz

Name: \_\_\_\_\_

Score \_\_\_\_/10

1. How long should it take to greet a guest at the bar?  
A) 30 Seconds  
B) 90 Seconds  
C) 60 Seconds  
D) 3 Minutes
2. When getting a drink order, make it a point to suggest \_\_\_\_\_ and \_\_\_\_\_.
3. How long do you have to present the drink to a bar guest?  
A) 30 Seconds  
B) 90 Seconds  
C) 1 Minute  
D) 2 Minutes
4. Which of the following are acceptable forms of ID?  
A) Driver's License, Passport, Military ID, Social Security Card, Immigration Card  
B) Driver's License, State Issued ID, Passport, Birth Certificate, Immigration Card  
C) Driver's License, State Issued ID, Military ID, Passport or US Passport Card  
D) Driver's License, Stated Issued ID, Student ID, Immigration Card, Passport
5. As bartender you may accept expired ID cards as a valid form of ID. True or False
6. What is the legal drinking age in the state of Florida? \_\_\_\_\_
7. Match the following behaviors to the stop light signal color.  

____ Green	A) Annoying other guests
____ Yellow	B) Eyes becoming glassy
____ Red	C) Comfortable
____ Green	D) Buying rounds for strangers
____ Yellow	E) Talkative
____ Red	F) Clumsy actions
8. How much foam should be on a draft beer?  
A) None  
B) 1/2 Inch  
C) 1 Inch  
D) 1 ½ Inch
9. What is the brand of our House Wine? \_\_\_\_\_  
  
What varieties do we offer for our House Wine? \_\_\_\_\_
10. Match the following liquor to its classification  

____ 1800 Reposado	A) Gin
____ Absolut	B) Rum
____ Tanqueray	C) Vodka
____ Don Q	D) Tequila
____ Inver House	E) Bourbon
____ Jack Daniels	F) Scotch
____ Jim Beam	G) Whiskey



# Trainee Evaluation

## Day 1

(Completed by trainer with trainee present and signed off by a manager)

1. Trainee arrived to work on time? Yes/No
2. Trainee arrived in proper uniform? Yes/No
3. Trainee attended classroom? Yes/ No
4. Trainee attended pre-meal? Yes/No
5. What is the pre-meal focus of the week? \_\_\_\_\_
5. Trainee spent allocated time on the POS? Yes/ No
6. Was trainee involved and attentive to training procedures? Yes/ No
7. Does trainee accept constructive feedback? Yes/ No

Trainer Signature \_\_\_\_\_

Trainee Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

## DAY 2

### ***Class Topics-***

- Glassware Standards
- Specialty Drinks
- Specialty Drink Recipes
- Happy Hour
- General Bar Information
- “A Day, In the Life of a Bartender’s Shift”

### ***Follow Topics-***

- Trainee follows Trainer
- Focus on Bar Steps of Service, writing orders, ringing in orders, maintaining the bar, side work
- Trainer to give overview of POS buttons (How to log in, Navigation of Menu Screen: Covering location of all menu items, Modify Button, Liquor, Beer, Wine Buttons, Special Menu Items and Special Bar Drink Buttons)

## Glassware Standards



**Red Coke Glass (20oz):** Soft Drinks, Iced Teas (can add flavor), Lemonade (can add flavor)



**Disposable Kid Cup (12oz):** Soft Drink, Iced Tea, Lemonade for Kid’s Meals



**Disposable To Go Cup (20oz):** Soft Drink, Iced Tea, Lemonade for Adult to go



**Coffee Cup (6oz):** Coffee and Hot Tea



**Shot Glass (2oz):** Single Shots



**Rocks Glass (9oz):** All single pour liquor drinks (i.e. Crown and Coke) and rocks pour



**Pint Glass (14oz):** Served with a bottled beer, Draft beer, Cocktails ordered tall or double, Bloody Mary, Rum Runner, Milk, Large juices, Non-alcoholic bar drinks (Virgin Pina Colada & Daiquiri), Rocks House Margarita



**Large Beer Stein Mug (34oz):** Draft beer, Cucumber Lime Mojito



**Martini Glass (9oz):** Cosmopolitans, Gimlet, Manhattan's, Martinis



**BAM Large Martini Glass (48oz):** The BAM



**Wine Glass (8oz):** White, Red, and Blush Wines (Only fill with 6oz of wine), Cordials served up



**Soda Fountain Glass (12oz):** Pina Coladas, Daiquiris, Mudslides, Frozen House Margarita, Milk Shakes



**Goblet Glass (32oz):** Cody's Chocolate House Slide, Cody's Sunset, Peachy Palmer, Passion Fire Punch, Jalapina Margarita, "Gin"uine Strawberry Lemonade, Rose Spritz, Riuniti Rita



**Irish Coffee Mug (8oz):** After dinner hot coffee and liquor drinks

## Specialty Drinks



**Peachy Palmer**- Old Camp Peach Whiskey, unsweet tea, lemonade and mint leaves. Garnished with mint and lemon wheel.

**Passion Fire Punch**- Fireball Whiskey, Gran Gala, sour mix, passion fruit puree and soda water. Garnished with orange wheel, lemon wheel and cherry.

**Cody's Sunset** - A tropical blast of Don Q Coconut Rum, tequila, sour mix, orange juice, cranberry juice, grenadine and floated with Gran Gala. Garnished with a moon of pineapple, ½ orange moon and cherry.

**Riuniti Rita**- Frozen or on the Rocks made with Cuervo tequila, Cointreau, sour mix, Gran Gala and Riuniti Lambrusco 9187ml bottle). Garnished with Lime wheel.

**The BAM (Big A@@ Martini)**- Don Q Coconut Rum, Banana liqueur, Blue Curacao and Triple Sec, sour mix, orange juice, pineapple juice and floated with Ron Carlos 151. Garnished with lime wheel, lemon wheel, orange wheel, and two cherries.

**Cucumber Lime Mojito**- Three Olives Cucumber Lime Vodka, sour mix, simple syrup, mint leaves, cucumber wheels, lime wheel and soda water. Garnished with mint, cucumber wheel and lime wheel.

**Jalapina Margarita**- Dulce Vida Pineapple Jalapeno Tequila, sour mix, agave syrup and club soda. Garnished with pineapple leaf and lime wheel.

**"Gin"unine Strawberry Lemonade**- Boodles Strawberry Gin, strawberry puree, lemonade, lemon wheels and Truly Strawberry Lemonade Hard Seltzer. Garnished with lemon wheel and fresh strawberry.

**Rose Spritz**- Boodles Strawberry Rhubarb Gin, sour mix, simple syrup and Cupcake Prosecco (187ml bottle). Garnished with lemon wheel and fresh strawberry.

## Specialty Drink Recipes

**Version 1.0**

2021 Cody's Original Roadhouse. - Confidential and Proprietary

**2nd Quarter 2021**



### **Peachy Palmer**

Amount	Ingredients
As Needed	Ice
3 oz (vol)	Old Camp Peach Whiskey
3 oz (vol)	Unsweet Tea
3 oz (vol)	Fresh Brewed Lemonade
3-4 Each	Mint Leaves
<b>Garnish:</b>	
1 Sprig	Mint
1 Each	Lemon Wheel

**Method: Shake & Pour**

**Glass: Goblet Glass**

1. Place whiskey, iced tea, lemonade and mint leaves into metal shaker with ice.
2. Cap shaker with a pint glass and shake vigorously for 30 seconds.
3. Pour contents of shaker into the goblet glass.
4. Fill glass with additional ice.
5. Garnish with lemon wheel and mint sprig.



## Passion Fire Punch

Amount	Ingredients
1 Scoop	Ice
3 oz (vol)	Fireball Whiskey
1/2 oz (vol)	Gran Gala
2 oz (vol)	Lasco Lemon Sour
2oz	Finest Call Passion Fruit
As Needed	Soda Water
<b>Garnish:</b>	
1 Each	Orange Wheel
1 Each	Lemon Wheel
1 Each	Maraschino Cherry

**Method:**     **Shake & Strain**

**Glass:**        **Large Mug**

1. Place Fireball, Gran Gala, lemon Juice and passion fruit syrup into a metal shaker with ice.
2. Cap shaker with a pint glass and shake vigorously for 30 seconds.
3. Fill goblet glass with ice.
4. Strain contents of shaker over ice.
5. Top with soda water.
6. Garnish with orange wheel, lemon wheel and cherry.





## Cody's Sunset

Amount	Ingredients
As Needed	Ice
2 1/2 oz (Vol)	Don Q Coconut Rum
2 oz (Vol)	Well Arandas Silver Tequila
4 oz (Vol)	Lasco Lime Sour Mix
2 1/2 oz (Vol)	Orange Juice
2 1/2 oz (Vol)	Cranberry Juice
1 oz (Vol)	Grenadine
1/2 oz (Vol)	Gran Gala
1 Each	7" Bamboo Paddle
1 Each	1/2 Fresh Pineapple Moon
1 Each	1/2 Orange Moon
1 Each	Maraschino Cherry
1 Each	Umbrella

**Method:** Spindle Mix

**Glass:** Goblet Glass

1. Fill goblet glass with ice.
2. Place rum, tequila, sour mix, orange juice and cranberry juice into a mixing tin.
3. Sprindle mix for 5-10 seconds.
4. Pour over ice.
5. Pour grenadine into glass (do not stir).
6. Float gran gala on top of the drink.
7. Cut 2 slits closest to the outter edges of the pineapple.
8. Place pineapple on rim of glass.
9. Skewer orange and cherry to pineapple.
10. Place umbrella on top of cherry/skewer.



## The BAM (Big A\$\$ Martini)

Amount	Ingredients
As Needed	Ice
1 oz (vol)	DeKuyper Banana Liqueur
1 oz (vol)	Dekuyper Blue Curaco Liqueur
1 oz (vol)	DeKuyper Triple Sec
1 oz (vol)	Don Q Coconut Rum
1 oz (vol)	Lasco Lime Sour Mix
2 oz (vol)	Orange Juice
2 oz (vol)	Pineapple Juice
1 Each	Lime Wheel
1 Each	Lemon Wheel
1 Each	Orange Wheel
2 Each	Maraschino Cherries
1 oz (vol)	Ron Carlos 151

**Method:** Build

**Glass:** BAM Glass

1. Fill a BAM glass with ice.
2. Build all ingredients over the ice.
3. Float 151 on top.
4. Garnish with lime, lemon, orange and cherries.

**For Bulk Recipe:**

Amount	Ingredients
1 Bottle	DeKuyper Banana Liqueur
1 Bottle	Dekuyper Blue Curaco Liqueur
1 Bottle	DeKuyper Triple Sec
1 Bottle	Don Q Coconut Rum
1/2 Gallon	Lasco Lime Sour Mix
1/2 Gallon	Orange Juice
8 Small Cans	Pineapple Juice

**Method:** Pour

**Glass:** BAM Glass

1. Fill a BAM glass with ice.
2. Pour bulk mix over the ice.
3. Float 151 on top.
4. Garnish with lime, lemon, orange and cherries.



## Cucumber Lime Mojito

Amount	Ingredients
1 Scoop	Ice
3 oz (vol)	Three Olives Cucumber Lime Vodka
1 1/2 oz (vol)	Lasco Lime Sour Mix
1 oz (vol)	Finest Call Simple Syrup
10 Each	Mint Leaves
2 Each	Cucumber Wheels
1 Each	Lime Wheel
6 Ounces (vol)	Soda Water
<b>Garnish:</b>	
1 Sprig	Mint
1 Each	Cucumber Wheel
1 Each	Lime Wheel

**Method: Shake & Pour****Glass: Goblet Glass**

1. Place vodka, simple syrup, mint, cucumbers and lime into metal shaker with ice.
2. Cap shaker with a pint glass and shake vigorously for 30 seconds.
3. Remove glass from shaker.
4. Add soda water to mix in shaker tin.
5. Pour contents of shaker into the large mug.
6. Fill glass with additional ice.
7. Garnish with mint sprig, cucumber wheel and lime wheel.



## Jalapiña Margarita

Amount	Ingredients
As Needed	Ice
3 oz (vol)	Dulce Vida Pineapple Jalapeño Tequila
1 oz (vol)	Lasco Lime Sour Mix
1 oz (vol)	Finest Call Agave Syrup
6 oz (vol)	Club Soda
<b>Garnish:</b>	
1 Each	Pineapple Leaf
1 Each	Lime Wheel

**Method:**     **Shake & Strain**

**Glass:**        **Large Mug**

1. Place tequila, lime juice, and agave into a metal shaker with ice.
2. Cap shaker with a pint glass and shake vigorously for 30 seconds.
3. Fill goblet with ice.
4. Strain contents of shaker over ice.
5. Top with soda water.
6. Garnish with pineapple leaf and lime wheel.



## Riunite Rita (Frozen or Rocks)

Amount	Ingredients
1 Scoop	Ice
1 1/4 oz (vol)	Cuervo Gold Tequila
3/4 oz (vol)	Cointreau
4 oz (vol)	Lasco Lime Sour Mix
3/4 oz (vol)	Gran Gala
1 Each	Bottle Reunite Lambrusco (187ml)
<b>Garnish:</b>	
1 Each	Lime Wheel

### **Method: Shake & Strain**

#### **Glass: Goblet Glass**

1. Place tequila, Cointreau, sour mix and Gran Gala into a metal shaker with ice.
2. Cap shaker with a pint glass and shake vigorously for 30 seconds.
3. Fill goblet glass with ice.
4. Strain contents of shaker over ice.
5. Place clip on the side of the goblet glass.
6. Invert open bottle of Lambrusco into the margarita.
7. Garnish with lime wheel.

### **Method: Blender**

#### **Glass: Goblet Glass**

1. Place tequila, Cointreau, sour mix, Gran Gala and two scoops of ice into blender.
2. Blend until a smooth consistency.
3. Pour contents of blender into the goblet glass.
4. Place clip on the side of the goblet glass.
5. Invert open bottle of Lambrusco into the margarita.
6. Garnish with lime wheel.



## "Gin"uine Strawberry Lemonade

Amount	Ingredients
1 Scoop	Ice
1 1/4 oz (vol)	Boodles Strawberry Rhubarb Gin
1 oz (vol)	Finest Call Strawberry Syrup
3 oz (vol)	Fresh Brewed Lemonade
2 Each	Lemon Wheels
1 Each	Truly Strawberry Lemonade Hard Seltzer
<b>Garnish:</b>	
1 Each	Fresh Strawberry
1 Each	Lemon Wheel

### **Method: Shake & Pour**

#### **Glass: Goblet Glass**

1. Place gin, strawberry syrup, lemonade and lemon wheels into metal shaker with ice.
2. Cap shaker with a pint glass and shake vigorously for 30 seconds.
3. Pour contents of shaker into the goblet glass.
4. Fill glass with additional ice.
5. Top with half of the can (6oz) of Truly Hard Seltzer.
6. Serve remaining of can with the drink.
7. Garnish with a strawberry and lemon wheel.





## Rose Spritz

Amount	Ingredients
1 Scoop	Ice
3 oz (vol)	Boodles Strawberry Rhubarb Gin
1 oz (vol)	Lasco Lemon Sour
1 oz (vol)	Finest Call Strawberry Syrup
1 oz (vol)	Finest Call Simple Syrup
1 Each	Cupcake Prosecco (187ml)
<b>Garnish:</b>	
1 Each	Lemon Wheel
1 Each	Fresh Strawberry

**Method:**     **Shake & Strain**

**Glass:**         **Large Mug**

1. Place Boodles, lemon sour, strawberry syrup and simple syrup into a metal shaker with ice.
2. Cap shaker with a pint glass and shake vigorously for 30 seconds.
3. Fill goblet glass with ice.
4. Strain contents of shaker over ice.
5. Place clip on the side of the goblet glass.
6. Invert open bottle of prosecco into the glass.
7. Garnish with lemon wheel and strawberry.

Note: Once the prosecco bottle is opened, do not touch near the neck or the mouth of the bottle. The bottle will be inserted into the drink so you want to ensure that area is not touched by your hands.

# Happy Hour

## HAPPY HOUR AND/OR DAILY DRINK SPECIALS – BAR & DINING ROOM

2 For 1 Happy Hour - Daily - Opening TO 7 PM

14 oz DOMESTIC Draft Beer

6 oz HOUSE Wine

SINGLE POUR WELL Cocktails



Special bar menus for food are available at the bar top only.

Please see your restaurant's bar menu.



## General Bar Information

### 1. TO ENSURE THAT OUR GUESTS ALWAYS RECEIVES A GOOD QUALITY DRINK:

- USE A JIGGER (DO NOT OVER OR UNDER POUR) - Using a jigger ensures consistency among bartenders and helps to control liquor cost.
- POUR LIQUOR ON Bottom - Results in a smoother, better tasting drink.
- FOLLOW THE RECIPE AND PROPER LIQUOR POUR PORTIONS:
  - Three Quarters Ounce ( $\frac{3}{4}$  oz.) Standard pour for all drinks with 2 or more liquors, such as: Long Island Iced Tea, Rumrunner (on the rocks)
  - One and One Quarter Ounce ( $1 \frac{1}{4}$  oz.) Standard pour for all single liquor drinks. Includes drinks ordered on the rocks, tall, straight up and frozen.
  - Two Ounces (2 oz.) Standard pour for manhattans, martinis. Includes drinks ordered on the rocks or straight up.

### 2. DRAFT BEER

- Ensure the temperature of the cooler is 33-37°F.
- If you are using a long draw Glycol system, ensure the temperature of the lines match the same temperature of the cooler otherwise your beer will be foamy.
- Keep your glasses cold but not ice cold. The glasses should not have a buildup of ice on them while in the cooler. The glass should nicely coat itself with a thin layer of frost once it is taken from the cooler and hits the air.
- Properly pour your beer.

1. The size of the head of the foam on a beer is controlled by the angle that you hold the glass at the beginning of the draw. If the glass is held straight and the beer drops into the bottom, a deep head will result. If the glass is tilted sharply so that the beer flows down the side, the head of the foam will be minimized.

2. When pouring a beer, the head should be allowed to rise just above the top of the glass without spilling over, then settle down to a ½ inch to 1 inch head of white foam.

3. Always grasp the handle of the tap at the base and open with one quick motion. Pulling the top opens the faucet too slowly and the beer draws foamy. A few trial draws will help you develop a technique that meets Cody's standards.

E. Always have properly cleaned glassware. Improperly cleaned glassware is the most frequent cause of poor taste and a bad pour. The most reliable way to check for "beer clean" glasses is to draw a beer into a mug and let it stand for a few minutes. The foam will remain compact and firm in a "beer clean" glass. In a dirty glass, the foam will break up rapidly and disappear.

### 3. GARNISHES

A. Cut fruit according to specifications and check daily for freshness.

B. Discard any old fruit.

1. Cherry – IBC root beer, cherry coke
2. Cocktail Onion – Gibson
3. Lime Wheel
4. Lime Wedge
5. Lemon Wheel
6. Lemon Twist – Martinis and Manhattans
7. Lemon Wedge
8. Orange Wheel
9. Olives
10. Strawberry
11. Mint Leaf
12. Flag (cherry and orange wedge on a spear)
13. Small pickle, cocktail onion, pepperoncini and olive on skewer with celery stalk and lime wheel
14. Pineapple ½ Moon

### 4. BAR ACCOUNTABILITY

A. Bar Drawer (Depending on location, bar drawer should be \$250)

1. Count bar drawer in the presence of a manager when receiving it.
2. Bar drawer should always balance.
3. The bartender is accountable for their drawer.
4. Do not round up or down tabs.

B. Ringing in the Drink

1. All drinks must be immediately rung into the POS.
2. After drinks are rung in, hang or place ticket in rocks glass in front of guest.
3. Update tab after each drink is ordered.

C. Marking Bar Guest Tabs During Happy Hour

1. During Happy Hour, all 2 for 1 tabs must follow correct ticket marking system.
2. Guests sitting at the bar top does not need to receive both drinks at same time.

D. Other than management, no employee or customer should come behind the bar.

E. TIPS- No tips should be split or counted behind the bar.

F. No eating or drinking behind the bar.

## A Day, In the Life of a Bartender's Shift

### **Before the Shift**

Make sure you arrive on time in Proper uniform. Clock in and check in with the manager for pre-meal. Then you will need to verify the bar drawer with a manager to make sure it has the correct starting amount.

### **Pre-Meals**

Pre-Meals are inspirational, motivational, and educational. All team members must have pre-meal before they start their shift. This will let you know about any features, changes, parties, contests, etc. Servers must fill out a pre-meal slip and present that to the manager to get signed off before they check in with the host.

### **Bar Set up**

Check the bar and make sure bar top and all chairs are wiped down. Check all condiments including salt and pepper and make sure they are full and wiped down (see caddy set up). Make sure all peanut buckets are heaping full. Make sure there is adequate silverware on the bar. Make sure all bev naps and straws are stocked. Ensure garnishes are cut and stocked. Placed in garnish tray on ice labeled and dated.

### **During the Shift**

Provide superior service to all guests (following ALL steps of service and heads up bartending). Make sure all items are rung in correctly. Check over your whole zone and help your buddies out! Make sure to communicate with the manager of any delays in ticket times and recooks. Keep all glassware washed and stocked. Make sure you pre-bus the bar (full hands in, full hands out). Continue to ice down garnish tray.

### **Side work**

Check assigned side work for your shift. Make sure to complete all items on your assigned side work completely including your continual duties throughout the shift.

### **After the Shift**

Wipe down the entire bar and stock caddies. Refill all salt and pepper shakers. Restock any condiments as needed and wipe down bottles and lids. Continual duties are to be completed so that the guest does not suffer. Complete all closing side work thoroughly. Sweep the bar and underneath bar chairs (DO NOT SWEEP IN FRONT OF GUESTS or PLACE CHAIRS ON BAR TOP EVER). Once all is completed and you get checked out by a manager, you may cash out. Once the manager runs your cash out, go to the office with your bar drawer to complete your shift. Ensure you always count the bar drawer with your manager.

## Cody's Original Roadhouse Bartender Day 2 Quiz

Name: \_\_\_\_\_

Score \_\_\_\_/10

1. Cody's Original Bloody Mary consists of our signature blends of \_\_\_\_\_ and Zing Zang Bloody Mary Mix. Garnished with \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ on a skewer and \_\_\_\_\_ and \_\_\_\_\_ all in salt rimmed pint glass.
2. What do we use to measure alcohol for all of our drinks?  
A) Shot Glass  
B) A Jigger  
C) Free Pour  
D) All of the Above
3. What is our standard pour?  
A)  $\frac{3}{4}$  oz  
B) 1 oz.  
C) 1  $\frac{1}{4}$  oz.  
D) 2 oz.
4. What is the bulk recipe of our house margarita? \_\_\_\_\_  
\_\_\_\_\_
5. Describe the BAM. Include glass and garnish. \_\_\_\_\_  
\_\_\_\_\_
6. What is our House Wine brand? \_\_\_\_\_
7. Name and describe your favorite Specialty Drink \_\_\_\_\_  
\_\_\_\_\_
8. At what temperature should your beer cooler be kept? \_\_\_\_\_
9. What is the standard amount of wine in a glass? \_\_\_\_\_
10. List all items that are served in the 34 ounce mega mug \_\_\_\_\_

## Trainee Evaluation

### Day 2

(Completed by trainer with trainee present and signed off by a manager)

- |   |         |
|---|---------|
| 1. Trainee arrived to work on time?                           | Yes/No  |
| 2. Trainee arrived in proper uniform?                         | Yes/No  |
| 3. Trainee attended classroom?                                | Yes/ No |
| 4. Trainee attended pre-meal?                                 | Yes/No  |
| 5. Trainee spent allocated time on the POS?                   | Yes/ No |
| 6. Was trainee involved and attentive to training procedures? | Yes/ No |
| 7. Does trainee accept constructive feedback?                 | Yes/ No |

Does trainee exhibit knowledge and understanding of Alcohol Awareness, Alcohol Service Procedures, and Service Standards?

Trainer Signature \_\_\_\_\_

Trainee Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_



## DAY 3

### Class Topics-

- Daily/Weekly Cleaning Chart
- Open & Closing Checklists
- Checkout Procedures
- Cody's Original Roadhouse Drink Recipes
- Cody's Original Roadhouse Bulk Drink Recipes
- Review Labeling, Rotation and FIFO
- FOH Cleanliness
- 4 Compartment Sink Set-Up

### Follow Topics-

- Trainee follow Trainer will be assisting with the running of the service well
- Focus on Recipe book and maintaining service well
- Buddy System
- Pre-bussing and bar maintenance


## Daily/Weekly Cleaning Chart

When checking in for your shift, check this chart to tell you what the bartender group cleaning duty is for the shift.

Cody's Original Roadhouse		Thursday	Initial	Friday	Initial	Saturday	Initial	Sunday	Initial	Monday	Initial	Tuesday	Initial	Wednesday	Initial
Prep	AM	Detail the Oven and Shams		Detail and Organize All		Detail All Walls		Detail Mixer (if applicable)		Detail all bins and dry storage		Detail all Small Equipment		Detail Kettle	
	PM														
Dish	AM	Power wash Range Top & Grill (if applicable) Detail All Floors in Back Room		Detail All Floors in Back Room		Detail Dishroom Walls		Detail All Floors in Dishroom and Back Room		Detail Floors in Front Dining Room		Detail All Floors in Front Dining Room		Detail Dish Machine	
	PM	Check & Reorder All Stockers in Back Room						Detail all drains in BOH		Check Fridge Truck Cases (inside and out)		Check All Fridge Cases (inside and out)			
Expo	AM	Detail All Of Plate Window		Detail Toaster		Detail All Walls on Line Side		Detail the hood(s) above expo		Detail Potato Warmer		Detail Microwave Left		Detail Microwave Right	
	PM	Detail Area Around Back						Detail the floors behind expo		Detail Hot Well		Detail Selling Window		Detail & Organize Walk In Cooler	
Fry	AM	Detail outsides of all fryers		Detail App Freezer		Detail All Walls on Line Side		Detail Light Globes		Detail wall behind fry		Detail Fry Breeding Station		Detail Fry Station	
	PM	Detail Fryer 2		Detail Fry side hand sink		Detail Fryer 1		Detail Exhaust Hood		Detail Fryer 3		Detail Selling Window		Detail & Organize Walk In Freezer	
Pantry	AM	Break Down & Detail Flat Top		Detail Chip Warmer(s)		Detail All Walls on Line Side		Detail Light Globes		Detail the floor behind the flat top		Detail Lowboy Drawers		Detail Cold Well	
	PM	Detail Mop Sink Area						Detail Exhaust Hood		Detail Cheese Melter		Detail Selling Window		Detail all Bread Racks	
Grill	AM	Break Down & Detail Grill		Detail all Grill Shelving		Detail All Walls on Line Side		Detail Light Globes		Detail Hand Sink and Restock		Detail Lowboy Drawers		Detail Reach In Grill Cooler	
	PM	Detail Rib Drawers						Detail Exhaust Hoods		Change out all pick holders		Detail Selling Window		Detail & Organize Meat Room	
Salad	AM														
	PM	Detail Ice Cream Freezer						Detail all Salad Shelves		Detail Glass Door Cooler		Detail the salad dressing station		Detail all walls on the expo side	
Host	AM	Dust all Artifacts		High Touch All Fridge Light Fixtures & Racks		Detail All Walls		Detail all windows and doors in		Detail all high chairs		Organize Host Stand		Detail Benches Inside & Outside	
	PM	Clean all Thresh. holder kick plates						Dispose of Old & Vom Menus		Detail Booster Seats		Sanitize all Peanut Buckets		Empty Peanut Barrels and Wash	
To Go	AM	Detail All Beverage Rail Racks		Detail and Organize All Shelves (High)		Detail All Walls		Detail all windows and doors in		Detail Benches Inside & Outside		Organize To Go Area		Detail All Beverage Rail Racks	
	PM			Detail Expo Line Shelves (Low)											
S/A	AM	Detail Partitions in Mens		Dust all Air Vents and Ceiling Fans		Detail All Walls on outside expo		Detail & Restock All Hand Sinks		Detail Ice Machine		Detail All Speakers & TVs		Detail Partitions in Ladies Room	
	PM														
Server	AM	Detail All Fridge Light Fixtures		High Touch All Fridge Light Fixtures & Racks		Vipe all Chair Pumps		Detail Blinds		Detail all Booths		Detail All Windows in front of Fridge		Vipe all Table Lamp/Fridge	
	PM							Burn all ice wells, sanitize and refill		Empty all ice chests and restock through dish		Empty all Paper Buckets and restock through dish		Empty all Paper Buckets and restock through dish	
Bar	AM	Detail & Organize Liquor Storage		Detail Hand Sink and Restock		Detail all Bar Stools		Clean, Sanitize & Restock Beer		Clean, Sanitize & Restock Hot Coffee		Clean & Sanitize Any Juice		Clean and Sanitize Fridge	
	PM	Detail all Speed Racks and Liquor		Detail all Speed Racks and Liquor		Detail all Beer Taps		Detail all Beer Taps		Detail all Beer Taps		Detail and organize the		Detail & Organize Beer Walk In	

This document is used every shift - please assign tasks accordingly.

## Opening/Closing Daily Checklists




Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Bar Opening**

**Checklist**

Initials	MGR	Opening Checklist
		Read Communication Log. Know any 86'd or low items and any news written in log
		Remove cone cups from liquor bottles
		Put bar mats down
		Put out sanitizer bucket & clean towels (2 towels, fully submerged)
		Place bar utensils (bar spoon, mixing tins, etc...) in proper place
		Fill mixes and juices in place for service. Ensure proper rotation
		Check blenders for all parts and that they are working
		Make sure Margarita Machine is functioning properly
		Check levels of Frozen Margarita Batches. Make any batch recipes if needed
		Stock fruit caddies (iced and covered), cut all garnishes and have back-ups for next shift labeled and dated
		Fill rimmer with fresh: - Sugar - Salt - Santa Fe Seasoning
		Stock beer in beer bath if necessary
		Stock Wines
		Make sure bar is stocked to meet day's expected volume
		Beer ___ Wine ___ Liquor ___ Juices ___ Fruit ___ Dairy ___
		Stock ice in well and ice beer bottles
		Check temperature of beer coolers and mug cooler 34°F to 38°F
		Check all keg levels and the empty ones are disposed
		Wipe down bar top
		Check Menus – wipe down and have proper inserts in place
		Fill Peanut Buckets
		Check floors on customer side of bar for cleanliness
		Turn on TV's (sports and news ONLY)
		Check glass inventory
		Get cash drawer together for service
		Make sure you have enough printer paper
		Check with Manager to verify that all sidework has been completed
		*See daily cleaning schedule for each days' task



Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Bar Closing**

**Checklist**

Initials	MGR	Closing Checklist
		Clean & wipe down bar utensils (bar spoon, strainer, mixing tins, etc.)
		Store Olives & Cherries properly and discard all pre-cut fruit
		Clean fruit caddies (make note in bar log if too much fruit was out that day)
		Clean out rimmer caddies & do not refill
		Clean & sanitize cutting board and knife (if necessary)
		Clean out and wipe down Blender
		Refill napkins caddies with:
		✓ Bev-naps
		✓ Colored Straws / Black Drinking Straws
		Stock and clean condiments - Salt & Pepper Shakers, Sugar Caddies, Ketchup, Santa Fe Steak Sauce
		Bring peanut buckets to the host stand
		Re-stock plates, silverware, glasses, and menus
		Empty bus tub and replace with a clean one
		Wipe down bottles, show labels, flag and cover pour spouts with cone cups
		Soak all store-n-pour spouts
		Wipe down beer taps, Clean with hot water
		Wipe down coke gun & holster. Remove & sanitize red nozzle – air dry overnight
		Run all pour mats through dish and air dry upside down on bar (back) counter
		Reset bar with silverware and both drink and regular menus
		Stock beer bottles and rotate properly
		Refill ice bins with fresh ice
		Clean & dust display areas and televisions
		Wipe down entire bar top and surface areas, wipe down bar stools and chair rungs
		Pull out coolers and sweep behind. Sweep under wells
		Empty trash. Sweep, scrub, and mop floors. Pour bleach in floor drains.
		Put out new bar towel for next bartender
		Liquor/Beer Cabinets/Cooler and Beer Cooler/Walk-in are locked
		Detail clean – clean all metal surfaces with silver polish
		Check with Manager to verify that all sidework has been completed

Opening and Closing checklists must be completed daily. In order to be prepared for your shift a checklist is provided for you. These can be found in the portal on the website.

## Checkout Procedures

1. Once a guest check is printed out and a customer has paid, you will close out that check to cash, credit or other forms of payment. You must keep all printed out closed guest checks for your checkout.
2. Before beginning your checkout each shift, check the following:
  - All your guests are finished, have been cashed out, and do not need anything else.
  - The manager has closed your section for the shift.
  - You have collected payment from all of your tables and have all your tickets with you.
  - All credit card tips are entered into the Point of Sale.
  - All credit card slips are in order by credit card type according to your cash out and that all money is bank faced.
  - All comps/discount/void coupons are accounted for and ready to turn in.
  - Have your full work apparel on at all times, while in the building.

## Cody's Original Roadhouse Drink Recipes

**ALABAMA SLAMMER** - ¾ oz. amaretto, ¾ oz. Southern Comfort, fill with OJ, splash grenadine, shake, over ice.

**AMARETTO SOUR** - 1 ¼ oz. amaretto, fill with sour mix, shake, garnish with cherry & orange wheel.

**AMARETTO STONE SOUR** - 1 ¼ oz. amaretto, equal parts OJ & lemon sour mix, shake, garnish with cherry & orange wheel.

**APRICOT SOUR** – 1 ¼ oz. apricot brandy, fill with lemon sour mix, shake, served on the rocks, cherry & orange wheel.

**BJ** – ¾ oz. Kahlua, ¾ oz. amaretto, served as a shot, layered, top with whipped cream rosette. (SHOT)

**BANANA BANSHEE** – ¾ oz. banana liquor, ¾ oz. white crème de cacao, fill with cream, shaken, served on the rocks.

**BAHAMA MAMA** – ¾ oz. light rum, ¾ oz. dark rum, sour mix, OJ, pineapple juice, grenadine, shaken, garnish with cherry & orange wheel.

**BAYBREEZE** - 1 ¼ oz. vodka, 2:1 ratio – pineapple & cranberry.

**BLACK RUSSIAN** – 1 ¼ oz. vodka, ¾ oz. Kahlua, served over ice.

**BLOODY CAESAR** – 1 ¼ oz. vodka, pinch horseradish, and fill with tomato juice, served on ice, with celery and olive garnish.

**BLUE HAWAIIAN** – 1 ¼ oz. Coconut Rum, splash Blue Curacao, fill with pineapple juice, shaken, served on the rocks.

**BRANDY ALEXANDER** - 1 ¼ oz. brandy, ¾ oz. dark crème de cacao, milk or cream, shaken, over ice.

**BRAVE BULL** – 1 ¼ oz. Kahlua, ¾ oz. brandy, served on the rocks.

**BUTTERY NIPPLE** – 1 ¼ oz. butterscotch schnapps, ¾ oz. Bailey's – float on top. Served chilled (liquors are kept chilled) shaken or layered.

**CAPE COD** – 1 ¼ oz. vodka fill with cranberry juice, served on the rocks, lime wedge.

**CODY'S BLOODY MARY**- 1 ¼ oz well vodka, 4oz Zing Zang Bloody Mary mix. Served in pint glass with Cody's Prime Rib seasoning rim. Garnish with skewer of pepperoncini pepper, green olive, pearl onion, and gherkin pickle. Add lime wedge, cucumber wheel and celery stick.

**CODY'S MARGARITA** - 1 ¼ oz. tequila, ¾ oz. triple sec, fill with sour mix, salt rim, shaken, over ice, garnish with lime wedge.

**COSMOPLITAN** – 1 ¼ oz. vodka, splash lime juice, ¾ oz. triple sec, splash cranberry juice, chilled, shake, strained. Garnish with a lemon twist.

**DR. PEPPER** – Fill 16 oz. glass half full w/beer, fill a shot glass with amaretto, drop shot glass with amaretto into beer glass – in front of customer. Served as a shooter.

**DIRTY MARTINI** – 2 oz. vodka/gin, splash olive juice, served on the rocks or straight up.

**FUZZY NAVEL** - 1 ¼ oz. peach schnapps, fill with OJ, served over ice.

**GIBLET** – 1 ¼ oz. vodka, ¾ oz. lime juice, served over ice, lime wedge.

**GIBSON** - 2 oz. vodka or gin, splash dry vermouth, served on the rocks or straight up, garnish with cocktail onion.

**GODFATHER** – 1 ¼ oz. scotch or bourbon, ¾ oz. amaretto, stir, served on the rocks.

**GOLDEN CADILLAC** – ¾ oz. Galliano, ¾ oz. white crème de cacao, cream, shake, served on the rocks.

**GOLDEN MARGARITA** - 1 ¼ oz. Cuervo gold tequila, ¾ oz. Cointreau, fill with sour mix, salt rim, shaken, over ice, garnish with lime wedge.

**GRASSHOPPER** – 1 ¼ oz. green crème de menthe, ¾ oz. white crème de cacao, cream, shaken, served on the rocks.

**GREYHOUND** - 1 ¼ oz. vodka, grapefruit juice, served on the rocks.

**HAIRY NAVEL** – 1 ¼ oz. vodka, ¾ oz. peach schnapps, fill with OJ, served over ice.

**HARVEY WALLBANGER** - 1 ¼ oz. vodka, ½ oz. Galliano, fill glass with OJ, float Galliano. Served over ice.

**HIGH BALL** – 1 ¼ oz. liquor\* (vodka, rum, whiskey, bourbon, etc.), fill with club soda, served on the rocks, garnish with twist (optional). \*A highball is only one liquor mixed with club soda; liquor is guest's preference.

**HURRICANE** – 1 ¼ oz. Myers' rum, OJ, dash sour, tsp sugar, dash grenadine, shaken, served on the rocks, garnish with cherry & orange wheel.

**IRISH COFFEE** - ¾ oz. Irish whiskey, ¾ oz. Bailey's, coffee, crisscross 2 cocktail straws across top of glass, whipped cream on top, drizzle green crème de menthe over whipped cream.

**JAMAICAN COFFEE** – 1 ¼ oz. rum, ¾ oz. Kahlua, coffee, whipped cream on top, drizzle with Kahlua.

**JELLYBEAN** – 1 oz. anisette, 1 oz. blackberry brandy, served layered, as a shot.

**KAMIKAZEE** - 1 oz. vodka, ½ oz. triple sec, ½ oz. lime juice, shaken, served over ice.

**KEOKE COFFEE** – 1 ¼ oz. brandy, ¾ oz. Kahlua, coffee, crisscross 2 straws across top of glass, whipped cream on top, drizzle green crème de menthe over whipped cream

**KIR ROYAL** – Champagne, ½ oz. Razmatazz, served chilled, straight up.

**LEMON DROP** – 2 oz. Citron vodka, chilled, strained. Served with lemon wedge & sugar packet on the side.

**LIME DAIQUIRI** - 1 ¼ oz. rum, lime sour mix, shake, served on the rocks, lime wedge.

**LONG ISLAND ICED TEA** - ¾ oz. vodka, ¾ oz. rum, ¾ oz. gin, ¾ oz. tequila, ¾ oz. triple sec, splash coke, splash of sour mix, shaken, garnished with a lemon wedge.

**LONG BEACH ICED TEA** - ¾ oz. vodka, ¾ oz. rum, ¾ oz. gin, ¾ oz. tequila, ¾ oz. triple sec, splash sour mix, splash cranberry juice., shaken, garnish with lemon wedge.

**LYNCHBURG LEMONADE** - 1 ¼ oz. Jack Daniel's Whiskey, ¾ oz. triple sec, fill with sour mix, shaken, served on the rocks. Garnish with lemon wedge.

**MADRAS** - 1 ¼ oz. Vodka, 2:1 OJ to cranberry juice.

**MAITAI** – 1 ¼ oz. dark rum, ¾ oz. light rum, fill with Pineapple juice, splash grenadine, shaken, served on the rocks.

**MANHATTAN** – Traditionally made with bourbon (2 oz.) ask guest's preference, sweet vermouth – splash (1/2 oz.), garnish with cherry.

**MARTINI** – 2 oz. vodka or gin, splash of dry vermouth, garnish with olive. If ordered extra dry, skip the vermouth.

**MELONBALL** – 1 ¼ oz. vodka, ¾ oz. Melon liquor, OJ, shaken, on the rocks, garnish with cherry.

**MEXICAN COFFEE** – ¾ oz. tequila, ¾ oz. Kahlua, hot coffee, garnish with whipped cream, drizzle Kahlua on top.

**MIDORI SOUR** – 1 ¼ oz. Midori, fill with lemon sour mix, shake, served on the rocks.

**MINDERASER** – 1 ¼ oz. vodka, ¾ oz. Kahlua, top with club soda, served on the rocks in order.

**MIMOSA** – equal part champagne & OJ, served chilled, straight up.

**MUDSLIDE** - ¾ oz. vodka, ¾ oz. Kahlua, ¾ oz. Bailey's, splash of cream, shake, served over ice.

**NUTTY IRISHMAN** – ¾ oz. Frangelico, ¾ oz. Irish whiskey, 2 oz. cream/milk, shaken, served on the rocks.

**NUTS-N-BERRIES** – 1 ¼ oz. Bailey's, ¾ oz. Razzmatazz, served chilled, shaken, strained. May also be served on the rocks.

**OLD FASHION** - 1 ¼ oz. bourbon, 1 tsp sugar, dash bitter, cherry & orange wheel, muddle sugar, bitter & fruit in bottom. Add ice; add bourbon, top with soda.

**ORGASM** – ½ oz. vodka, ½ oz. Kahlua, ½ oz. Baileys, shaken & chilled, strained, served straight up.

**PINA COLADA** - 1 ¼ oz. rum, 4 oz. Finest Call Pina Colada, splash OJ (if needed to thin), served frozen, topped with whipped cream, and a cherry.

**PRESBYTERIAN** - 1 ¼ oz. whiskey/bourbon, equal parts ginger ale/soda water, served over ice, garnish with a lemon twist.

**PURPLE HOOTER** – 1 /14 oz. vodka, ¾ oz. Razzmatazz, splash cranberry juice, splash lemon sour, shake, chilled, strained.

**PURPLE VIPER** – 1 ¼ oz. vodka, ¾ oz. Razzmatazz, splash cranberry juice, splash Sprite, shake, chilled, strained.

**RED DEATH** – ½ oz. vodka, ½ oz. amaretto, ½ oz. Southern Comfort, splash OJ, splash lime juice, splash triple sec, splash grenadine, shaken, served on ice.

**RED SNAPPER** – 1 ¼ oz. Crown Royal, ¾ oz. amaretto, 1 oz. cranberry juice, shaken, chilled, strained, served as a shooter, but can be a cocktail on the rocks (increase amounts to accommodate).

**ROB ROY** - 2 oz. scotch, splash sweet vermouth (1/2 oz.), served on the rocks, garnish with a cherry.

**DRY ROB ROY** — use dry vermouth.

**RUSSIAN QUALUADE** – ½ oz. Kahlua, ½ oz. Baileys, ½ oz. amaretto, ½ oz. Frangelico, shaken with ice, strained, served straight up.

**RUSTY NAIL** - 1 oz. scotch, ¾ oz. Drambuie, served over rocks.

**SALTY DOG** – 1 ¼ oz. vodka/gin, grapefruit juice, served on the rocks, salted rim.

**SCREAMING ORGASM** – ½ oz. vodka, ½ oz. Kahlua, ½ oz. Baileys, ½ oz. amaretto, chilled, shaken, strained, served straight up.

**SEABREEZE** - 1 ¼ oz. vodka, 2:1 ratio – grapefruit & cranberry juice.

**SEX ON THE BEACH** - ¾ oz. vodka, ¾ oz. peach schnapps, splash cranberry juice, fill with OJ, served over ice, garnish with cherry.

**SLIPPERY NIPPLE** – 1 ¼ oz. Sambuca, ¾ oz. Bailey's – float on top. Served chilled, shaken or layered.

**SLOE COMFORTABLE SCREW** - ¾ oz. Southern Comfort, ¾ oz. sloe gin, fill with OJ, shake, served on the rocks.

**SLOE GIN FIZZ** - 1 ¼ oz. sloe gin, sour mix, squeeze of lemon wedge, top with club soda, shake, served on the rocks.

**STINGER** - 1 oz. brandy, ¾ oz. white crème de menthe, served over ice.

**TEQUILA SUNRISE** - 1 ¼ oz. tequila, OJ, float grenadine on top, garnish with cherry.

**TOASTED ALMOND** – 1 ¼ oz. Kahlua, ¾ oz. amaretto, cream, shake, served on the rocks.

**TOM COLLINS** - 1 ¼ oz. gin, sour mix, top with club soda.

**JOHN COLLINS** – substitute whiskey for gin.

**VODKA COLLINS** – substitute vodka for gin.

**RUM COLLINS** – substitute rum for gin.

**TOOTSIE ROLL** – 1 ¼ oz. dark crème de cacao, ¾ oz. Kahlua, OJ, shake, served on the rocks.

**WHISKEY SOUR** - 1 ¼ oz. whiskey, fill with lemon sour mix, shake, garnish with cherry and orange wheel.

**WHITE RUSSIAN** - ¾ oz. vodka, ¾ oz. Kahlua, fill with cream, shake, served over ice.

**WINE SPRITZER** - 3:1 parts chardonnay/zinfandel, mixed with club soda, served on the rocks, lime wedge garnish.

## Cody's Original Roadhouse Bulk Drink Recipes

# Strawberry Daiquiri

### For HH 2 for 1 Bulk/Frozen Machine Recipe:

Amount	Ingredients
2 Each	Well Rum 750ml
3 Each	Finest Call Strawberry Mix
3 Liters (vol)	Water
1 oz (vol)	Whipped Cream
1 Each	Maraschino Cherry

### Method: Build

#### Glass: Soda Fountain Glass

1. Pour rum, strawberry mix into a 5 gallon container.
2. Fill with water up to the 20 quart line.
3. Mix well.
4. Place into the frozen machine.
5. When ready, pour contents from machine into a pint glass.
6. Garnish with whipped cream and a cherry.

# **House Margaritas**

**For HH 2 for 1 Margarita Bulk/Frozen Machine Recipe:**

## **Rocks:**

Amount	Ingredients
4 Bottles	Well Tequila
2 Bottles	DeKuyper Triple Sec
2 Each	Lasco Lime Sour Mix Packets
Fill to 20 Qt Line	Water
As Needed	Kosher Salt
1 Each	Lime Wedge

**Method: Build**

**Glass: Pint Glass**

1. In a 5 gallon container, mix the tequila, triple sec, and sour mix
2. Fill with water until the 20 quart line.
3. Stir well.
4. Place into Store n' Pour containers.
5. Cover, label, date and refrigerate.
6. When ordered, rim a pint glass with kosher salt.
7. Fill glass with ice.
8. Fill contents of Store n' Pour over ice.
9. Garnish with a lime wedge.

## **Frozen:**

Amount	Ingredients
4 Bottles	Well Tequila
2 Bottles	DeKuyper Triple Sec
2 Each	Lasco Lime Sour Mix Packets
1 Gallon	Water
As Needed	Kosher Salt
1 Each	Lime Wedge

**Method: Build**

**Glass: Soda Fountain Glass**

1. In a 5 gallon container, mix the tequila, triple sec, and sour mix.
2. Add one gallon of water to the container.
3. Stir well.
4. Place into a frozen machine.
5. When ordered, rim a pint glass with kosher salt.
6. Pour contents of frozen machine into a pint glass.
7. Garnish with a lime wedge.

# Pina Colada

**For HH 2 for 1 Bulk/Frozen Machine Recipe:**

Amount	Ingredients
2 Each	Well Rum 750ml
3 Each	Finest Call Pina Colada Mix
3 Liters (vol)	Water
1 oz (vol)	Whipped Cream
1 Each	Maraschino Cherry

**Method:**

**Build**

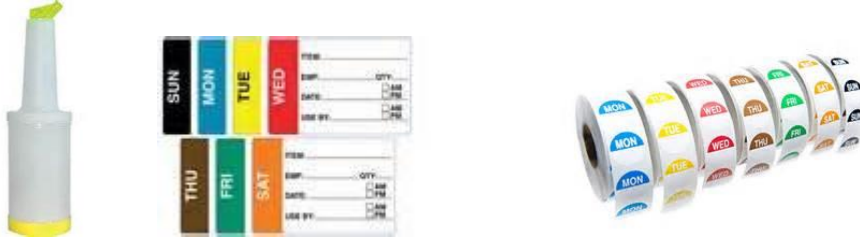
**Glass:**

**Soda Fountain Glass**

1. Pour rum, pina colada mix into a 5 gallon container.
2. Fill with water up to the 20 quart line.
3. Mix well.
4. Place into the frozen machine.
5. When ready, pour contents from machine into a pint glass.
6. Garnish with whipped cream and a cherry.



## Labeling



Every item needs to be properly labeled and dated. A rectangular or square color-coded sticker is used label the product. Write the product name, your name, the date, and use by day, and list the time the product was made.

Make sure to properly rotate the items; by placing the new item in the back of the older items. This will ensure that the older product is being used first- First In, First out (FIFO).

## FOH Cleanliness

Bartenders must take care of their Front of House areas through cleaning and sanitizing, not only for a healthy environment for our guests but for the team members as well.

A red bucket in the restaurant contains a sanitizing solution which will be used to clean all tables and surfaces. The solution should test no more than 200 PPM - 400PPM if it is a quat based sanitizer. Test strips are available through your managers.

This bucket must be labeled and dated and have no more than 2 towels in it at any time. The towels must always be submerged in this solution when not in use. Change water every 2 hours.

- Once the bar has all items removed (plate ware, glasses, silverware, peanut buckets) wipe down the entire bar top (and under the condiment caddy) with a sanitized towel.
- Wipe off condiment bottles and any POS material if necessary.
- Wipe down all bar chairs and any ledges and put back into place.
- Use a dry towel to dry off the bar and chairs if necessary.

## 4 Compartment Sink Set up



Some restaurants use a dishwasher behind the bar and others have a 4-compartment sink to wash the glassware.

1. Dirty glasses placed on the left side of the sink.
2. Sink 1 is the dump sink. Dump ice and beverages in this sink only. Please remove all garnishes and straws.
3. Sink 2 is the wash sink. Fill sink with hot water and bar wash.
4. Sink 3 is the rinse sink. Rinse water can be warm.
5. Sink 4 is the Sanitize sink. The water must be cool (hot or warm water will lessen effects of sanitizer). Use a sanitizer packet per instructions. Then you will use a test strip to test alkalinity of water and compare to bottle to make sure you are within the proper range. Test strips may be obtained from a manager.
6. Clean glasses go on the right side of the bar. Glasses must be completely air dried before storing.

### Cody's Original Roadhouse Bartender Day 3 Quiz

Name: \_\_\_\_\_

Score \_\_\_\_\_/10

1. Who is responsible for filling out the opening and closing checklists?

- A) The bartender
- B) The server
- C) The manager
- D) The hostess

2. You must be present when your cash drawer is verified.

True or False

3. List the ingredients in a Pina Colada?

---

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4. A White Russian is made with  $\frac{3}{4}$  oz. \_\_\_\_\_,  $\frac{3}{4}$  oz. \_\_\_\_\_, fill with \_\_\_\_\_, shake, and served over ice.

5. Proper rotation is placing the newer product behind the older product?

True or False

6. The day dot will be the day the product

- A) Expires
- B) Is made
- C) Is rotated
- D) None of the above

7. You will list the following on label

- A) Your name
- B) The date
- C) The time
- D) The use by date
- E) The product name
- F) All of the above

8. What is the second sink for in the bar?

- A) Wash
- B) Rinse
- C) Sanitize
- D) Dump Sink

9. What temperature should your sanitizer water be?

- A) Room Temp
- B) Cool
- C) Warm
- D) Hot

10. A \_\_\_\_\_ must be used to check the \_\_\_\_\_ in the last sink.

## Trainee Evaluation

### Day 3

(Completed by trainer with trainee present and signed off by manager)

Trainee arrived to work on time? YES NO

Trainee arrived in proper uniform? YES NO

Trainee attended classroom? YES NO

Trainee attended Pre-Meal? YES NO

What was the pre-meal focus for the week \_\_\_\_\_

Trainee spent allocated time on POS system? YES NO

Was trainee involved and attentive to training procedures? YES NO

Does trainee accept constructive feedback? YES NO

Does trainee exhibit knowledge and understanding of batch recipes and set-up/break down of frozen machine?

YES NO

Trainer Signature \_\_\_\_\_

Trainee Signature

\_\_\_\_\_

Date \_\_\_\_\_

Manager Signature

\_\_\_\_\_

## DAY 4

(Saturday AM, Saturday PM, or Sunday AM)

### ***Class Topics –***

- Trainee takes FINAL TEST. Graded test given to manager to put into team member file

### ***Follow Topics-***

- Trainee should take all bar guests under the supervision of the trainer.
- Bar maintenance (refills, pre-bussing, placement of bar check in front of each guest)

## Cody's Original Roadhouse Bartender Final Test

Name: \_\_\_\_\_

Score \_\_\_\_/35

1. You must ID a guest if they appear under the age of
  - A) 18
  - B) 21
  - C) 30
  - D) 40
2. You can pour the remainder of contents of a liquor bottle into another bottle of the same brand. True or False
3. You may allow a guest to sit outside the building and drink alcoholic beverages. True or False
4. Manhattans and martinis get a standard \_\_\_\_ pour of liquor.
5. Coolers behind the bar should have a temperature below \_\_\_\_ degrees.
6. All drinks should be rung in \_\_\_\_\_ and the ticket should be placed in a \_\_\_\_\_ glass or on the clothesline in front of the guest.
7. Other than managers, who else is allowed behind the bar? \_\_\_\_\_
8. What are the times and days that Happy Hour is available?
  - A) Opening to 6 PM/ Monday thru Friday
  - B) Opening to 6PM/ Monday thru Saturday
  - C) Opening to 7PM/ Daily
  - D) Opening to 7PM/ Monday thru Saturday
9. Match the upsell for each liquor to its classification.

_____ Gin	A) Tito's
_____ Vodka	B) Tanqueray
_____ Rum	C) 1800
_____ Tequila	D) Crown Royal
_____ Bourbon	E) Inver House
_____ Scotch	F) Jim Beam
_____ Whiskey	G) Captain Morgan
10. What makes a martini dry? \_\_\_\_\_
11. Describe a perfect pour.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. A cocktail served in a chilled glass without ice, after the contents have been prepared over ice in a mixing glass and then strained is being served \_\_\_\_\_.

13. All bottled beer is served in a \_\_\_\_\_.

14. If an item is 86'd, that means the item is \_\_\_\_\_.

15. If a guest orders a double shot of Jack Daniels, how many ounces will they receive?

- A)  $\frac{3}{4}$  oz.
- B) 1  $\frac{1}{4}$  oz.
- C) 2 oz.
- D) 2  $\frac{1}{2}$  oz.

16. Match the garnish to the specific beverage

- |  |                                      |
|--|--------------------------------------|
| _____ Cherry                                 | A) Bottle of Corona                  |
| _____ Cocktail Onion                         | B) Passion Fire Punch                |
| _____ Lime Wheel                             | C) Cody's Sunset                     |
| _____ Lemon Wheel                            | D) IBC Root beer /Cherry Coke        |
| _____ Lemon Twist                            | E) "Gin"uine Strawberry Lemonade     |
| _____ Lemon Wedge                            | F) Gibson                            |
| _____ Orange Wheel                           | G) Martini                           |
| _____ Olive                                  | H) Long Island Tea                   |
| _____ Strawberry                             | I) Bloody Mary                       |
| _____ Mint                                   | J) Martinis and Manhattans           |
| _____ Flag (Cherry/ Orange wedge on a spear) | K) Cucumber Lime Mojito              |
| _____ Celery and other garnish               | L) Iced Tea and water (upon request) |

17. Which of the following drink consists of  $\frac{3}{4}$  oz. well light rum,  $\frac{3}{4}$  oz. well dark rum, orange juice, pineapple juice, grenadine, shaken and garnished with cherry & orange wheel?

- A) Rum Runner
- B) Bahama Mama
- C) Road Runner
- D) Mai Tai

18. A Tequila Sunrise is a 1  $\frac{1}{4}$  oz. \_\_\_\_\_, \_\_\_\_\_ and float \_\_\_\_\_ and is garnished with a \_\_\_\_\_.

19. Tom Collins is made with \_\_\_\_\_ and \_\_\_\_\_, then topped with \_\_\_\_\_.

20. Describe a Cody's Sunset

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21. Match the 4 compartment sink to its purpose

- |              |             |
|--------------|-------------|
| _____ Sink 1 | A) Wash     |
| _____ Sink 2 | B) Sanitize |
| _____ Sink 3 | C) Dump     |
| _____ Sink 4 | D) Rinse    |

22. Glasses must be completely \_\_\_\_\_ before storing.

23. Improperly cleaned glasses can result in a \_\_\_\_\_ and a \_\_\_\_\_.

24. Draft beer is served in what 2 sizes? \_\_\_\_\_ and \_\_\_\_\_

25. What brand of house wine do we serve? \_\_\_\_\_

26. Do we allow a guest to take the remainder of their cocktails in a "to go" cup? Yes or No

27. What is required before making drinks for a server's table? \_\_\_\_\_

28. The term on the rocks means \_\_\_\_\_.

29. Who makes the decision to whether or not to continue to serve an intoxicated guest?

\_\_\_\_\_

30. A bartender should always verify the cash drawer before ringing in any tickets. True or False

31. A drink poured carefully over the back of a bar spoon is said to be

- A) Stirred
- B) Shaken
- C) Layered
- D) Blended

32. An Extra dry martini is made without

- A) Gin
- B) Vodka
- C) Vermouth
- D) Rum

33. You will list the following on label

- A) Your name
- B) The date
- C) The time
- D) The use by date
- E) The product name
- F) All of the above



34. If a guest reaches the red level you should

- A) Bring them another round
- B) Cut them off
- C) Take their car keys away
- D) Inform a manager

35. When are you able to run your checkout?

- A) At the beginning of your shift
- B) During your shift
- C) After all duties have been completed
- D) Before all duties are complete