

## Employee Training Checklist

	Obtained WI bartending license
	Opening duties
	How to use ID scanner
	Check ID procedures
	Responsible serving
	Alcohol awareness service sequence
	Communication with manager and owner: contact information provided
	Schedule change communication
	Explain payroll
	How to use alarm
	Alcohol and drugs policy
	Dresscode
	Harassment policy and reporting procedure
	Daily shift duties
	Sick leave
	Acceptable bartending standards
	Bartender sequence of service
	Register operations
	Health inspection expectations
	Teamwork and integrity
	Guest safety
	Safe Ride, Uber, Lyft, Taxi
	Closing duties
	Read, acknowledged, and understands employee handbook

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(Employee)

(Trainer)