

Bar / Pub — End of Night Report

20 items across 8 sections — fillable PDF, free to use.

Why this mix for a bar / pub: Cellar & Bar replaces Kitchen & Food Safety -- float counts, line cleaning and ice well hygiene are the real nightly risks in a UK bar, drawn from standard cellar closedown and till reconciliation practice. Security covers the door and the walkround most late licences expect.

Shift Overview

Venue

Date

Manager on duty

Team on shift

Sales & Financial

Sales (till)

Card machine

Cash

Variance

Covers & Revenue

Customers served

Spend per head

Cellar & Bar

☐ Float counted, cellar lines cleaned and temperature checked

☐ Ice wells cleaned, glasswasher drained

Waste total (£)

Comps total (£)

Security

☐ Alarm set, doors/windows locked, fire exits clear, walkround done

Security notes, incidents or ejections

Issues & Actions

How was the shift and the area / trade?

Issues raised and how they were addressed

HANDOVER TO THE NEXT MANAGER

Signed by

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