

Title	Document #	Location	Rev #	Effective Date
Closing the Main Winery	STO-003	Main Winery	0	02/05/2026

Closing the Main Winery

1. Purpose

The purpose of this procedure is to establish requirements for closing the main winery location, ensuring all financial reconciliation is complete, facilities are properly cleaned and secured, and the venue is prepared for the next business day.

2. Scope

This procedure is applicable to all closing staff at the Greenhouse Winery main location.

3. Responsibilities

The responsibilities for the completion of this procedure are defined in Section 5.

4. Definitions

Last Call: Final opportunity for guests to order before closing.

Reconciliation Sheet: Form used to count and verify register cash totals.

5. Procedure

A. Last Call and Guest Service Completion

Procedure /	Process Step / Activity	Responsible
Form		Function

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Last Call Lights	After last call, turn off the lights over the tasting bar.	Closing Staff

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Tab Verification	Ensure all tabs are closed and cashed out before proceeding with closing duties.	Closing Staff
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B. Inventory Restocking

Procedure /	Process Step / Activity	Responsible
Form		Function

Pop Cooler Stock Stock pop cooler to full capacity. Closing Staff

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Wine Stock Stock wine shelf near kitchen and Closing Staff
behind bar as well as the wine
fridge.

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Wine Preservation Seal the dry red bottles using the Closing Staff
vacuum pump.

C. Financial Reconciliation and Cash Handling

Procedure /	Process Step / Activity	Responsible
Form	Function	

Register Count - Count Register 1 using the	Closing Staff
Register 1 Reconciliation Sheet. Record the	
quantity of each bill and coin	
denomination. Verify the total	
equals \ \$300. Record date, time,	
and initials in the Closing column.	

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Register Count - Count Register 2 using the	Closing Staff
Register 2 Reconciliation Sheet. Record the	
quantity of each bill and coin	
denomination. Verify the total	
equals \ \$300. Record date, time,	
and initials in the Closing column.	

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Deposit Finalize both register trays and	Closing Staff
Preparation both change boxes. Place the	
deposit in the deposit bag.	

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Tip Distribution Split the evening's cash tips. Note	Closing Staff
on the register sheet who was	
working and the credit card tip	
total.	

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Discrepancy If either register count does not Closing Staff /
Protocol equal \ \$300, notify a manager Manager
immediately.

D. Cleaning and Sanitation

Procedure / Form	Process Step / Activity	Responsible
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Function

Tables and Surfaces	Wipe down all indoor tables. In summer, also clean all outdoor tables. Wipe down wine counter and menus.	Closing Staff
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Clean slushy machine and beer overflow trays.	Closing Staff
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Clean dishes that accumulated during the shift.	Closing Staff
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Dishwashing Completion	After completing dishes, turn off the dishwasher and rinse out the dishwasher tray.	Closing Staff
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Kitchen Sink Cleaning	Rinse out the sink and run the garbage disposal. Ensure all three handles on the sink are in the off position. Clean all 3 kitchen sinks as well as the dirty side of the dishwasher.	Closing Staff
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Floor Care - Bar and Kitchen	Sweep and mop behind bar as well as the kitchen.	Closing Staff
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Banquet Hall Floor Care	Sweep and mop the Banquet Hall if customers were in the hall for an event.	Closing Staff
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Trash Removal Condense all trash to the kitchen Closing Staff
garbage can and take garbage out to
the dumpster.

E. Bathroom Maintenance and Restocking

Procedure /	Process Step / Activity	Responsible
Form	Function	

Bathroom Cleaning	Clean and restock bathrooms of supplies if necessary. Check toilet paper, cleanliness of toilets and sink, and empty trash if needed.	Closing Staff
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Supply Cabinet Restocking	Restock the cabinet next to the customer restrooms with trash bags, sanitary bags, toilet paper, and paper towels. The key is attached to the fire extinguisher by the back door.	Closing Staff
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Bathroom Shutdown	Turn off bathroom lights.	Closing Staff
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F. Equipment Shutdown and Charging

Procedure /	Process Step / Activity	Responsible
Form	Function	

Wine Cooler Lights	Turn off the lights in the wine cooler.	Closing Staff
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Slushie Machine Shutdown	Set slushy machine to Standby mode.	Closing Staff
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Charging Station Setup	Ensure all speakers, Square devices, and iPads are plugged in and charging.	Closing Staff
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Sonos System Shutdown	Go to the office. Open the iPad (password: 2000). Turn off Sonos	Closing Staff
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music system in the app by pressing

Pause |||.

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TV Shutdown Shut off both the front tasting Closing Staff
room TV and back TV. Remotes on in
basket on sampling cooler.

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Cigar Case Light Turn off cigar case lights. Locate Closing Staff
Shutdown the light switch at the bottom left
of the cigar case and press the
power button.

G. Climate Control and Seasonal Tasks

Procedure /	Process Step / Activity	Responsible
Form	Function	

Thermostat	Check the thermostat and return the	Closing Staff
Adjustment	temperature to 72°F A/C Cool in the	
	summer or 67°F Warm in the winter.	

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Summer: Bring in the chalkboard sign from Closing Staff
Chalkboard Sign near the pergola.

H. Final Security and Shutdown

6. References

Opening and Closing Checklist Binder (located under Register 1)