

# 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 / Form	Process Step / Activity	Responsible Function
Last Call Lights	After last call, turn off the lights over the tasting bar.	Closing Staff
	↓	
Tab Verification	Ensure all tabs are closed and cashed out before proceeding with closing duties.	Closing Staff

### B. Inventory Restocking

Procedure / Form	Process Step / Activity	Responsible Function
Pop Cooler Stock	Stock pop cooler to full capacity.	Closing Staff
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Wine Stock	Stock wine shelf near kitchen and behind bar as well as the wine fridge.	Closing Staff
	↓	
Wine Preservation	Seal the dry red bottles using the vacuum pump.	Closing Staff

### C. Financial Reconciliation and Cash Handling

Procedure / Form	Process Step / Activity	Responsible Function
Register Count - Register 1	Count Register 1 using the 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.	Closing Staff
	↓	
Register Count - Register 2	Count Register 2 using the 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.	Closing Staff
	↓	
Deposit Preparation	Finalize both register trays and both change boxes. Place the deposit in the deposit bag.	Closing Staff
	↓	
Tip Distribution	Split the evening's cash tips. Note on the register sheet who was working and the credit card tip total.	Closing Staff
	↓	
Discrepancy Protocol	If either register count does not equal \$300, notify a manager immediately.	Closing Staff / Manager

### D. Cleaning and Sanitation

Procedure / Form	Process Step / Activity	Responsible 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
	↓	
	Clean dishes that accumulated during the shift.	Closing Staff
	↓	

Dishwashing Completion	After completing dishes, turn off the dishwasher and rinse out the dishwasher tray.	Closing Staff
	↓	
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
	↓	
Floor Care - Bar and Kitchen	Sweep and mop behind bar as well as the kitchen.	Closing Staff
	↓	
Banquet Hall Floor Care	Sweep and mop the Banquet Hall if customers were in the hall for an event.	Closing Staff
	↓	
Trash Removal	Condense all trash to the kitchen garbage can and take garbage out to the dumpster.	Closing Staff

#### E. Bathroom Maintenance and Restocking

Procedure / Form	Process Step / Activity	Responsible 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
	↓	
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
	↓	
Bathroom Shutdown	Turn off bathroom lights.	Closing Staff

## F. Equipment Shutdown and Charging

Procedure / Form	Process Step / Activity	Responsible 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 <b>Standby</b> mode.	Closing Staff
	↓	
Charging Station Setup	Ensure all speakers, Square devices, and iPads are plugged in and charging.	Closing Staff
	↓	
Sonos System Shutdown	Go to the office. Open the iPad (password: 2000). Turn off Sonos music system in the app by pressing <b>Pause   </b> .	Closing Staff
	↓	
TV Shutdown	Shut off both the front tasting room TV and back TV. Remotes on in basket on sampling cooler.	Closing Staff
	↓	
Cigar Case Light Shutdown	Turn off cigar case lights. Locate the light switch at the bottom left of the cigar case and press the power button.	Closing Staff

## G. Climate Control and Seasonal Tasks

Procedure / Form	Process Step / Activity	Responsible Function
Thermostat Adjustment	Check the thermostat and return the temperature to 72°F A/C Cool in the summer or 67°F Warm in the winter.	Closing Staff
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Summer: Chalkboard Sign	Bring in the chalkboard sign from near the pergola.	Closing Staff

## H. Final Security and Shutdown

Procedure / Form	Process Step / Activity	Responsible Function
Door Security	Go to the utility room by the front entrance. Grab the allen wrench key and use it to pop these door handles into the lock position: <ul style="list-style-type: none"> <li>• Front Door</li> <li>• Side Door</li> <li>• Back Door</li> </ul>	Closing Staff
	↓	
Time Clock	Clock out on the Square Team app.	Closing Staff
	↓	
Final Light Shutdown	Turn off all the lights throughout the facility.	Closing Staff

## 6. References

Opening and Closing Checklist Binder (located under Register 1)

## REVISION HISTORY

Date	Revision #	Description of Revisions and reason for the change	Author	ISO Process Owner (Signature and Date)	Management Representative (Signature and Date)
02/05/2026	0	Initial Release	Greenhouse Winery		