

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 Closing Staff lights over the tasting bar.

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

#### **B. Inventory Restocking**

**Procedure / Process Step / Activity      Responsible**

Form	Function
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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 I**    Process Step / Activity      Responsible  
Form    Function

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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.

↓

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.

↓

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

↓

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

↓

Discrepancy      If either register count does not equal \$300, notify a manager immediately.

Closing Staff / Manager

#### **D. Cleaning and Sanitation**

**Procedure /** Process Step / Activity      Responsible  
Form    Function

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Tables and Surfaces      Wipe down all indoor tables. In summer, also clean all outdoor tables. Wipe down wine counter and menus.

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Clean slushy machine and beer overflow trays.

↓

Clean dishes that accumulated during the shift.

↓

Dishwashing Completion      After completing dishes, turn off the dishwasher and rinse out the dishwasher tray.

↓

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.

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Floor Care - Bar and Kitchen      Sweep and mop behind bar as well as the kitchen.

↓

Banquet Hall Floor Care      Sweep and mop the Banquet Hall if customers were in the hall for an event.

↓

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

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Bathroom Cleaning Clean and restock bathrooms of      Closing Staff  
supplies if necessary. Check toilet  
paper, cleanliness of toilets and  
sink, and empty trash if needed.

↓

Supply Cabinet Restock the cabinet next to the      Closing Staff  
Restocking      customer restrooms with trash bags,  
sanitary bags, toilet paper, and  
paper towels. The key is attached  
to the fire extinguisher by the  
back door.

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Bathroom Shutdown Turn off bathroom lights.      Closing Staff

#### **F. Equipment Shutdown and Charging**

**Procedure /** Process Step / Activity      Responsible  
Form    Function

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Wine Cooler Turn off the lights in the wine      Closing Staff  
Lights      cooler.

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Slushie Machine Set slushy machine to **Standby**      Closing Staff  
Shutdown      mode.

↓

Charging Station Ensure all speakers, Square      Closing Staff  
Setup      devices, and iPads are plugged in  
and charging.

↓

Sonos System Go to the office. Open the iPad      Closing Staff  
Shutdown      (password: 2000). Turn off Sonos

music system in the app by pressing

**Pause |||.**

↓

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

↓

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

#### **G. Climate Control and Seasonal Tasks**

<b>Procedure /</b>	<b>Process Step / Activity</b>	<b>Responsible</b>
<b>Form</b>		<b>Function</b>

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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.

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

#### **H. Final Security and Shutdown**

#### **6. References**

Opening and Closing Checklist Binder (located under Register 1)