

Single-Day Beverage Audit

Instructions

A four-phase audit that diagnoses beverage programme leakage in a single operating day. Pull POS data in the morning. Observe during service. Count inventory in the afternoon. Assess the team in the evening.

Phase 1: Morning – Data Pull

- Pull 90 days of POS data.
- Calculate revenue split by category: spirits, wine, beer, non-alcoholic.
- If the NA category sits below 5% of total beverage revenue, flag this as a menu placement and descriptive language problem, not a consumer preference problem.

Record

| Category | Revenue % |
|---------------|-----------|
| Spirits | |
| Wine | |
| Beer | |
| Non-alcoholic | |

Phase 2: Lunch Service – Speed Observation

- Observe the bar under pressure during live service.
- Time the average cocktail preparation for each drink on the menu.
- If any drink exceeds 90 seconds to prepare, it is either a candidate for batch preparation or removal.

Record

| Drink name | Prep time (seconds) | Action needed? |
|------------|---------------------|----------------|
|------------|---------------------|----------------|

Slowest drink: ____ Time: __ seconds

Phase 3: Afternoon – Inventory Spot-Check

- Conduct a spot physical inventory on your ten fastest-moving products.
- Compare physical depletion against POS records.
- If variance exceeds 3%, you have an operational leakage problem: over-pouring, unrecorded comps, spillage, or theft.

Record

Variance: __%

Target: below 3%

Phase 4: Evening Service – Team and Wine Assessment

- Check every open wine bottle for oxidation.
- Assess your team's ability to recommend confidently from the glass list.
- Can every server describe at least three wines by the glass without consulting the menu?

Record

| Metric | Result |
|------------------------|--------|
| Open bottles checked | |
| Bottles oxidized | |
| Staff confidence (1–5) | |

Reference Benchmarks

| Category | Target pour cost |
|-----------------------------|------------------|
| Spirits and cocktails | 15–25% |
| Draught beer | 20–22% |
| Packaged beer | 24–28% |
| Wine (glass and bottle mix) | 25–40% |
| Non-alcoholic beverages | 6–8% |