

Host	AM	PM
<b>Name:</b>		
<b>Opening:</b>		
Gather newspapers from front desk (5 each)		
Organize/straighten host stand		
Windex revolving and ADA doors		
Clean menus		
Check kid menu and crayon levels, make copies if needed		
Walk exterior and lobby to ensure cleanliness, water plants, check for debris		
Check PDRs for cleanliness, clean if need be, turn TV on if off		
Set menu stand with respective menu		
Set volume to appropriate level (breakfast -2, lunch 0, dinner +4)		
Set dining room and lounge lights to appropriate levels		
Turn TVs to respective channels (news & sports, local game/event if applicable)		
Untangle chain curtains if needed		
Check reservations for dinner (call and confirm if needed), alert kitchen/mod of any VIPS, dietary restrictions, and/or Yelp & Open Table users, and parties of 5 or more		
Set candles on lounge tables		
<b>Running Sidework:</b>		
Windex revolving and ADA doors, side tables and mirrors, and booth ledges as needed		
Ensure lobby cleanliness (sweep if need be)		
Set up bar and wine bottles (BB plates for @10am for lunch)		
Straighten all pillows in seating area		
Switch menus for next meal period (10am - LD + bar menu; 10p - breakfast menu)		
Change music volume and lights to appropriate setting for serving period		
Ensure bar seating is clean and organized		
Maintain cleanliness of host stand and menus		
Maintain kid menu and crayon levels		
Ensure TV's are on sports or news		
Maintain reservations and wait list if applicable, notify MOD and/or server when needed		
<b>Closing:</b>		
Recycle leftover newspapers after breakfast		
Clean and organize host stand, turn in any valuable lost and found to MOD/FD		
Empty trash		
Stock host stand (backup candles, kids menus, crayons, tape, etc.)		
Walk lobby for cleanliness		
Sweep rugs (PM put away)		
Windex table by PDR		
Wipe down highchairs and booster seats		
Take votives off of tables		
Turn heater off, if in use		

In-Room Dining (IRD)	AM	PM
Name:		
<b>Opening:</b>		
Sign out keys from Front Desk		
Collect door hangers		
Collect and deliver amenities		
Tray Run (start of shift and after shift)		
Place ice in bar ice bin		
Place fresh sanitizer bucket and water by server station		
<b>Running Sidework:</b>		
Assist with food running, bussing, and resetting tables		
Keep IRD area clean and organized		
Help maintain condiments during service		
Wipe down room service lids, trays, and carts		
Help service staff set up for next meal period (sweep and reset)		
<b>Closing:</b>		
Restock IRD fridge to par (water, soda, etc)		
Restock IRD condiments		
Collect and polish 20 spoons, 15 coffee mugs, 15 side plates, and 15 glassware		
Tray run (11am, 9:30pm - at minimum)		
Sanitize all surface areas		
Sweep and mop room service area		
Pass along any notes to manager		
Return IRD keys to front desk		

Coffee Station	AM	PM
Name:		
<b>Opening:</b>		
Bring water, coffee, juice, and tea pitchers out		
Fill server station ice bin		
Fill creamers ( <b>First In, First Out</b> )		
Brew coffee and ice tea, fill pitchers with orange juice		
Stock to-go items (cups, sleeves, and lids)		
Stock coffee and tea (decaf, regular, and iced tea)		
Stock tea box		
Cut 5 lemons (FIFO)		
<b>Running Sidework:</b>		
Brew coffee & tea as needed		
Wipe down station as needed		
Fill ice as needed		
Polish silverware and complete roll ups		
Bring clean glassware to the line, polish		
<b>Closing:</b>		
Return water & coffee pitchers to kitchen		
Bring silverware to line, polish, and roll 25 rollups		
Restock coffee and tea (iced and hot)		
Return tea and coffee pitchers to kitchen		
Dump coffee and clean coffee urns		
Restock to-go supplies (cups, lids, kids cups, straws, etc.)		
Clean and sanitize server station sink		
Burn ice and wipe bin		
Dump old sani water and return red bucket to dish		
Collect drink trays and run through dish		
Close Pepsi gun (plastic wrap over gun)		
Sweep coffee area and mop if needed		

Note that all servers are responsible for the following:

**Before your shift:** ensure section is clean and presentable to guests (no crumbs, white on the right, chairs de-crumbed)

**Throughout your shift:** polish glassware and silver, maintain adequate levels of both

**After your shift:** sweep section (PDRs if sat), wipe chairs out, reset for next meal period, mop floors

<b>Expo Line</b>	<b>AM</b>	<b>PM</b>
<b>Name:</b>		
<b>Opening:</b>		
Bring out condiments		
Stock water glasses, BB plates, coffee cups, and marking trays (all polished)		
Stock to-go items (boxes and lids, silverware, bags, condiment packets)		
Bring out silverware, polish		
Set up toaster and bread (rotate bread, FIFO)		
Set up to-go bags (stamped, small bags get signage)		
Set expo line for respective service period		
Bring skillets to line and oil		
<b>Running Sidework:</b>		
Maintain cleanliness of the line, cleaning as you go		
Maintain skillets (stocked and oiled)		
Help IRD with maintaining condiment levels		
Maintain FOH stocked stations		
Polish silverware and complete roll ups		
Help dish bring plates from dish to expo line		
Maintain FOH stocked stations		
<b>Closing:</b>		
Stock to-go items (boxes and lids, silverware, bags, condiments, etc)		
Empty small trash bins		
Fully stock marking trays with polished silver		
Sanitize line		
Bring skillets to line and oil		
Sweep and mop expo line		

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**Before your shift:** ensure section is clean and presentable to guests (no crumbs, white on the right, chairs de-crumbed)

**Throughout your shift:** polish glassware and silver, maintain adequate levels of both

**After your shift:** sweep section (PDRs if sat), wipe chairs out, reset for next meal period, mop floors

Front of House/Micros	AM	PM
<b>Name:</b>		
<b>Opening:</b>		
Stock sugar caddies and salt & pepper		
Bring out silverware, polish		
Restock allgery and refire tickets		
Stock Micros stations (bev naps, pens, paper, tip tallies, drop envelopes)		
Ensure check presenters are at each station		
<b>Throughout shift:</b>		
Keep FOH server stations clean and organized		
Polish silverware and complete roll ups		
Refill juice cooler as needed		
<b>Closing:</b>		
Restock juice cooler, notify culinary/MOD of low levels		
Fully restock Micros (1-ply) and kitchen paper(2-ply), check presenters, pens, bev naps, etc.		
Wipe down expo line and organize, PM return condiments to Pepsi cooler		
Wipe check presenters		
Sweep and mop dining room and expo line		

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**Before your shift:** ensure section is clean and presentable to guests (no crumbs, white on the right, chairs de-crumbed)

**Throughout your shift:** polish glassware and silver, maintain adequate levels of both

**After your shift:** sweep section (PDRs if sat), wipe chairs out, reset for next meal period, mop floors

<b>Cocktail Server</b>	<b>PM</b>
<b>Name:</b>	
<b>Opening:</b>	
Check section for cleanliness and proper set up	
Check with bartender for specials and 86 items	
Assist with pulling barware from dish and polish	
Check with host for any resos in the lounge area	
Assist with polishing silverware and completing roll ups	
<b>Throughout shift:</b>	
Assist bar with PAR levels, grabbing stock when needed	
Assist with polishing silverware and completing roll ups	
Pull additional bar glassware from kitchen as needed, polish	
<b>Closing:</b>	
Clean and reset lounge tables	
Assist bar with cleaning and restocking glassware	
Assist service staff with silverware and roll-ups	
Take votives off tables and return to host stand, if applicable	
Sweep and mop lounge area	

NOTE THAT ALL SERVERS ARE RESPONSIBLE FOR THE FOLLOWING:

**Before your shift:** ensure section is clean and presentable to guests (no crumbs, white on the right, chairs de-crumbed)

**Throughout your shift:** polish glassware and silver, maintain adequate levels of both

**After your shift:** sweep section (PDRs if sat), wipe chairs out, reset for next meal period, mop floors