

Server Opening Duties

Prepare yourself

Please store your personal items appropriately
Check your appearance: Have apron, pens, clean uniform
Clock in and read any emails
Check with kitchen for specials; write specials board
Be aware of any 86 items and today's side orders and soup

Set the stage

Wipe interior working service area in kitchen
Wipe tables and chairs as necessary
Set tables for three menus, wipe menus first, make sure each page is complete
Set sugar caddy, salt and pepper, fresh flower, 3 silverware wraps
No laundry, cardboard, personal items or trash near our area or in our garden
Perform shift side duty
Get ice
Plug in lights over tables. Turn on lights in kitchen awning.
Turn the dishwasher on, check level of detergents and sanitizer and rinse agent
Set up soaking station for silverware and ramekins
Prepare sanitizing bucket(s)

Shift change midday

All dishes are cleaned and stored
All silverware rolls up to par
Replace fresh flowers with candles
Restock Coke Sprite water iced tea and lemonade as required
Restock straws, cups, napkins, C Fold towels

Closing duties

Cash out
Perform side duty
Take out trash always replaced liner immediately
Clear tables use a tray--Do not store any glass or China on the moving cart
Turn off table and building accent lights
Turn off dish machine wait 10 minutes then clear dishwasher trap
Clean and store all dishes roll all silverware
Restock Coke diet Coke Sprite water ice tea and lemonade as required
Take out all trash
Wipe counters and trash area walls
Empty ice and all buckets-- leave them upside down
Turn out table lights, awning lights