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|  **Opening Sidework Functions**  |
| Week Starting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON | TUE  | WED  | THU  | FRI | SAT | SUN |
| **Station 1 — Wait Station:** |
| Clean & wipe down wait station |  |  |  |  |  |  |  |
| Stock & ice down milk & cream |  |  |  |  |  |  |  |
| Stock sugar & sweeteners, coffee, decaf, tea, bottled drinks |  |  |  |  |  |  |  |
| Stock glasses, straws, napkins, coffee cups & saucers |  |  |  |  |  |  |  |
| Cut lemons & limes |  |  |  |  |  |  |  |
| Ice down garnishes |  |  |  |  |  |  |  |
| Brew coffee & tea |  |  |  |  |  |  |  |
| Have back-up beverage canisters and CO2 tanks ready to replace empties |  |  |  |  |  |  |  |
| **Server Station 2 — Food To-Go Area:** |
| Stock to-go area with to-go containers, napkins, cups, lids, plastic silverware and to-go bags  |  |  |  |  |  |  |  |
| Fold to-go plastic silverware with napkin, salt and pepper packet, tie with rubber band |  |  |  |  |  |  |  |
| Insert to-go menus into to-go bags |  |  |  |  |  |  |  |
| **Server Station 3 — Tables:** |
| Take down chairs |  |  |  |  |  |  |  |
| Clean & wipe table tops |  |  |  |  |  |  |  |
| Clean & wipe chairs & booths |  |  |  |  |  |  |  |
| Align & straighten chairs |  |  |  |  |  |  |  |
| Check floor & sweep/mop if necessary |  |  |  |  |  |  |  |
| **Station 4 — Table Tops:** |
| Set tables – flatware, glassware, napkin |  |  |  |  |  |  |  |
| Refill salt & pepper |  |  |  |  |  |  |  |
| Clean condiment holders |  |  |  |  |  |  |  |
| Stock sugar, sweeteners, ketchup, table sauces |  |  |  |  |  |  |  |
| Fold additional napkins |  |  |  |  |  |  |  |
| Clean & setup centerpieces (flowers / candles) |  |  |  |  |  |  |  |
| Place clean ashtrays on tables in smoking section |  |  |  |  |  |  |  |

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|  **Opening Sidework Functions**  |
|  | MON | TUE | WED | THU | FRI | SAT | SUN |
| **Station 5 — Clean & Paper Supplies:** |
| Place trash can is designated areas |  |  |  |  |  |  |  |
| Check restrooms for cleanliness & supplies |  |  |  |  |  |  |  |
| Dust lamps, shelves, picture frames in dining room |  |  |  |  |  |  |  |
| Do minor cleaning; if more than minor cleaning is needed, inform a manager  |  |  |  |  |  |  |  |
| Stock printer paper, if backup rolls needed |  |  |  |  |  |  |  |
| **Hostess Station:** |
| Clean & wipe down menus |  |  |  |  |  |  |  |
| Clean & wipe hostess station |  |  |  |  |  |  |  |
| Check entry/wait area floor, clean if necessary |  |  |  |  |  |  |  |
| Check floor & sweep/mop if necessary |  |  |  |  |  |  |  |
| Clean, dust surfaces in entry/wait area |  |  |  |  |  |  |  |
| Review SPECIALS |  |  |  |  |  |  |  |
| Review reservations book, note special requests |  |  |  |  |  |  |  |
| Stock kid items (crayons and game placemats) |  |  |  |  |  |  |  |
| **All Stations:** |
| When your sidework is completed, assist other stations with their work |  |  |  |  |  |  |  |
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|  **Running Sidework Functions**  |
| Week Starting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON | TUE | WED | THU | FRI | SAT | SUN |
| **Station 1 & 2:** |
| Keep wait station organized and clean  |  |  |  |  |  |  |  |
| Maintain sufficient supplies, restock as needed |  |  |  |  |  |  |  |
| **Station 3 & 4:** |
| Keep to-go area organized and clean |  |  |  |  |  |  |  |
| Maintain sufficient supplies, restock as needed |  |  |  |  |  |  |  |
| **Station 5 & Hostess:** |
| Check restrooms for supplies and cleanliness |  |  |  |  |  |  |  |
| Wipes water from sinks in restrooms |  |  |  |  |  |  |  |
| Notify manager if restrooms need more attention |  |  |  |  |  |  |  |
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| **All Stations** |
| Roll silverware |  |  |  |  |  |  |  |
| Make coffee and tea as required |  |  |  |  |  |  |  |
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|  **End-of-Shift Sidework (breakfast & lunch)**  |
| Week Starting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON | TUE | WED | THU | FRI | SAT | SUN |
| **Station 1 & 2:** |
| Wipe down and clean all wait station surfaces and organize all condiments and supplies in proper areas  |  |  |  |  |  |  |  |
| Restock all condiments and supplies as needed |  |  |  |  |  |  |  |
| **Station 3 & 4:** |
| Wipe down and clean to-go area including shelves and surfaces |  |  |  |  |  |  |  |
| Leave to-go area organized with all supplies and utensils in proper area |  |  |  |  |  |  |  |
| Restock to-go area supplies as needed |  |  |  |  |  |  |  |
| **Station 5 & Hostess:** |
| Check restrooms before leaving for supplies and cleanliness |  |  |  |  |  |  |  |
| Wipes water from sinks in restrooms |  |  |  |  |  |  |  |
| Notify manager if restrooms need more attention |  |  |  |  |  |  |  |
| Check and, if necessary, clean entry way / wait area |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **All Stations** |
| Clean, check and fill table condiments |  |  |  |  |  |  |  |
| Check and clean if necessary, tables, chairs, booths and dining room floors |  |  |  |  |  |  |  |
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| **Closing Sidework Functions** |
| Week Starting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MON | TUE | WED | THU | FRI | SAT | SUN |
| **Station 1 — Wait Station:** |
| Refrigerate milk & cream |  |  |  |  |  |  |  |
| Cover & refrigerate garnishes |  |  |  |  |  |  |  |
| Turn off coffee machine and clean empty coffee pots |  |  |  |  |  |  |  |
| Clean exterior of coffee machine; wipe out the filter basket with damp towel |  |  |  |  |  |  |  |
| Run hot water through tea machine to clean  |  |  |  |  |  |  |  |
| Wipe down exterior of tea machine and clean filter basket |  |  |  |  |  |  |  |
| Wipe down station surfaces & refrigerator |  |  |  |  |  |  |  |
| Clean drink dispenser spill pan and wipe down outside of machine |  |  |  |  |  |  |  |
| **Server Station 2 — Food To-Go Area:** |
| Clean to-go area including shelves and counter top areas |  |  |  |  |  |  |  |
| Fold to at least 100 sets of to-go silverware wrapped with napkin |  |  |  |  |  |  |  |
| **Server Station 3 — Tables:** |
| Wipe table tops |  |  |  |  |  |  |  |
| Place chairs on tables |  |  |  |  |  |  |  |
| Check floor & sweep/mop if necessary |  |  |  |  |  |  |  |
| **Server Station 4 — Table Tops**  |
| Remove all condiments from table tops |  |  |  |  |  |  |  |
| Put butter, lemons, creamers and other food items in refrigerators |  |  |  |  |  |  |  |
| Wipe table tops |  |  |  |  |  |  |  |
| Check floor & sweep/mop if necessary |  |  |  |  |  |  |  |
| **Station 5 — Miscellaneous** |
| Empty trash cans |  |  |  |  |  |  |  |
| Take bus tubs to dishroom |  |  |  |  |  |  |  |
| Assist other servers with unfinished sidework |  |  |  |  |  |  |  |

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| **Closing Sidework Functions (continued)** |
|  | MON | TUE | WED | THU | FRI | SAT | SUN |
| **Hostess Station:** |
| Collect all menus |  |  |  |  |  |  |  |
| Store reservations book |  |  |  |  |  |  |  |
| Clean & wipe down menus |  |  |  |  |  |  |  |
| Clean & wipe hostess station |  |  |  |  |  |  |  |
| Check entry/wait area floor, clean if necessary |  |  |  |  |  |  |  |
| Check floor & sweep/mop if necessary |  |  |  |  |  |  |  |
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