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| **Manager:** |  | **Date:** |  |

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|  |
| Done |  | Action | Comments |
|  | 1. | Upon arrival, survey exterior for trash, debris, broken glass, windows, etc. |  |
|  | 2. | Check ice machines and coolers to be in good working order.  |  |
|  | 3. | Check air conditioning/heat for temperature, set thermostats. |  |
|  | 4. | Check reservation book for special functions and/or parties. |  |
|  | 5. | Check register system, run cash-out report to verify all daily readings are set at zero. |  |
|  | 6. | Check register tape in all imprinters in kitchen, bar and guest check printers. |  |
|  | 7. | All lights functioning, set at correct levels, replace bulbs if needed. |  |
|  | 8. | All tables and chairs set in proper place. |  |
|  | 9. | Check in with chef on duty. |  |
|  | 10. | Be certain there are no kitchen, staffing, food or equipment problems. |  |
|  | 11. | Verify all staff members on premises are punched in. |  |
|  | 12. | Read Manager’s Log Book – REACT. |  |
|  | 13. | Check receiving clip-board (or file) for all deliveries scheduled for the day. |  |
|  | 14. | Confirm banks are set up from previous shift. |  |
|  | 15. | Complete bank audit, sign and keep sheet in audit book. |  |
|  | 16. | Check floor for general cleanliness-closing shift cleaning duties. Note any problems in Manager’s Log Book. |  |
| Done |  | Action | Comments |
|  | 17. | Check bar for cleanliness and check par levels. |  |
|  | 18. | Prepare and make all necessary orders. Complete purchase order for each order. |  |
|  | 19. | KEEP THE SAFE LOCKED AT ALL TIMES. |  |
|  | 20. | Prepare seating chart for shift and review reservation book – consider schedule of staff, assign big party tables. Post copy of station map at host station, back wait station and expediter’s station. Review with opening host. |  |
|  | 21. | Check bus stands for set-up, cleanliness and pars. |  |
|  | 22. | Check that all service staff has arrived, dressed in uniform on the floor and performing side work duties. |  |
|  | 23. | Issue bar bank to bartender. |  |
|  | 24. | Review with chef today’s specials and soup of the day. |  |
|  | 25. | Verify all specials or out-of-stock items have been entered on the register system. |  |
|  | 26. | Verify chalk boards are updated with today’s specials. |  |
|  | 27. | Set all dining room lights. |  |
|  | 28. | Turn on exterior signs and lights. |  |
|  | 29. | Load sound system with daytime CD’s. Turn on music, set volume levels. |  |
|  | 30. | Check men’s and women’s rest rooms – verify clean mirrors, spotless sinks, commodes and floor, stocked hand soap, hand towels and toilet paper. Fresh smelling (no bleach), use air freshener if needed. Set hallway and rest room lights. |  |
| Done |  | Action | Comments |
|  | 31. | Verify that all deliveries have been received. Make calls if necessary. |  |
|  | 32. | Check department opening duties:\_\_\_\_ Bartenders (bar-backs)\_\_\_\_ Hosts\_\_\_\_ Servers\_\_\_\_ Bussers |  |
|  | 33. | 10:30 Complete line check with chef; taste all product on line – hot food hot, cold food cold. |  |
|  | 34. | 10:45 Be certain valet has arrived. |  |
|  | 35. | 11:00 Unlock door – inspect exterior of building. Be certain it’s free of debris. Re-enter building through the front door, with the eyes of a customer. |  |
|  | 36. | 11:10 Conduct a positive and informative pre-shift meeting with service staff. |  |