
RE: table check

From Yutaka MORIZONO <Yutaka.Morizono@swissotel.com>

Date Thu 5/1/2025 10:42 AM

To FORRESTER Steven <Steven.FORRESTER@swissotel.com>; Ayuri NISHIYAMA <Ayuri.Nishiyama@swissotel.com>; David DELACRUZ <David.DelaCruz@swissotel.com>; ADELIN Vanessa <Vanessa.ADELIN@swissotel.com>

Cc Mototsugu KASHIMOTO <Mototsugu.Kashimoto@swissotel.com>; Atsuko YORIFUJI <Atsuko.Yorifuji@swissotel.com>; Akiko SHIMIZU <Akiko.Shimizu@swissotel.com>

Dear Steven san,

I get it.

Dear Nishiyama san, David san, and Vanessa san,

I will make schedule for Tablecheck and Ikyu training from 16:00 to 17:30 on Monday and on Friday.

Day1: Table Number and sheeting (Table 36,Shun)

Open time, Closing time and Last order

How to make booking.

Menu

Check out the Ikyu menu

Day 2: Table Number and sheeting (10F)

Open time, Closing time and Last order

How to make booking.

How to take booking in MINAMI

Menu

Check out the Ikyu menu

Schedule is my idea.

If you have any other ideas, please let me know right away

Thank you.

Morizono

From: FORRESTER Steven <Steven.FORRESTER@swissotel.com>

Sent: Thursday, May 1, 2025 9:20 AM

To: Yutaka MORIZONO <Yutaka.Morizono@swissotel.com>; Ayuri NISHIYAMA <Ayuri.Nishiyama@swissotel.com>

Cc: David DELACRUZ <David.DelaCruz@swissotel.com>; ADELIN Vanessa <Vanessa.ADELIN@swissotel.com>

Subject: table check

Hi Morizono san, Nishiyama san,

May you please schedule in some training for table check/ ikyu for next week, for David and Vanessa?

It is important now that we have extra bodies in the office that we are all capable of answering the phone and accepting bookings.

Additionally, for coverage on days where we Nishiyama san has days off and we require the cashiers on the floor.

Thank you,

スティーブン・フォレスター

Steven Forrester

料飲部長兼総料理長

Director of Food & Beverage and Culinary

Swissôtel Nankai Osaka
スイスホテル南海大阪

5-1-60 Namba, Chuo-ku, Osaka 542-0076 Japan

大阪市中央区難波5-1-60

Tel: +81 (0) 6 6646 1111 | Fax: +81 (0) 6 6648 0331

Steven.FORRESTER@swissotel.com | swissotelnankaiosaka.com | swissotel.com | all.accor.com



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