**Bullpan work instructions**

**Things to do when there are no customers**

* *Get food utensils ready (Check the kitchen whether utensils were cleaned, then bring out them to the hall. Then, wipe them again, and cover (chopsticks and spoons with covers ), and place in the station*
* *Fold chopstick covers*
* *Check the alcohols, and if they are short amount, then refill the alcohols in the station from the bar*
* *Prepare table sheets with napkins*
* *Check the dishes, cups and grill stuff in the kitchen, and place in the station and hall*
* *Refill the To-go containers in the station*
* *Make To-go bags (A paper bag in a plastic bag)*
* *Check whether there is enough amount of rice bowl in the heating cabinet. if not, ask kitchen people to cook more and refill them*

**Things to do while you are working**

* *Greet customers pleasantly anytime and say hello when they are out*
* *According to the number of customers, place the table sheets and dishes with food menu and drinks menu*
* *Before taking the order, ask them whether they need any drinks or alcohols*
* *After taking the order, \*\*\* make sure that the person who took the order, get the side dishes(banchan) ready before food are pulled out. If you are too busy, at least let some coworkers know about which table should be ready for the side dishes*
* *When preparing dishes : Regular table (4~5 side dishes) and barbeque table (7~8 side dishes with barbeque sauces and onion salads(depending on people who can eat except for too young children)*
* *\*\*\* While you are cooking, you need be able to take care of several tables, so manage the strength of heat (Turn down the heat when you need to take care of other things). \*\*\* Stay away a bit from the customer table, not come too close to them since they could feel a little bit uncomfortable*
* *\*\*\* While you are cooking, ask them whether they need some things such as more side dishes or more drinks*
* *When there is a no bus boy, we have to clean the tables together. When cleaning the tables, please clean the whole thing together at the same time to save the time (take out all the dishes, grill stuff (usually black cover, silver cover, and grill, and wipe the table and surroundings of grill) Normally, for the cart, there are 3 compartments with buckets, so uppermost you should put only dishes and grill stuff, middle for the cups, and undermost you should put only chopsticks, spoons, tongs and scissors.*
* *After cleaning the table, place the table sheets again with chopsticks and spoons (usually 3 sets of them)*
* *Always be clean near the station, do not put aside the board of bill on the station*
* *After they have food, ask them whether they need dessert, if so, take out the dishes, which are already done, after asking them*