FOH TRANSITION DUTIES – JAYNA GYRO

**YOU MAY START TRANSITION 1 HOUR BEFORE YOUR SHIFT ENDS. GUESTS ALWAYS COME BEFORE SIDEWORK.**

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| **NAME:** | **NAME:** | **DATE:** |

**RETAIL & DISPLAY**

1. **☐ PREPARE AND PACKAGE 3**‑**PIECE BAKLAVA RETAIL BOXES (MORE PISTACHIO & WALNUT, FEWER CHOCOLATE).**
2. **☐ CLEAN TURKISH DELIGHT CASE & TRAYS; REPLACE NEATLY WITH FRESH PIECES.**
3. **☐ CUT TURKISH DELIGHTS TO SIZE AND ARRANGE NEATLY, PUSHED FORWARD FOR DISPLAY.**

STOCKING & UTENSILS

1. **☐ REFILL TO**‑**GO SAUCES & BRING OUT FULL BOTTLES.**
2. **☐ STOCK TO**‑**GO BOXES, LIDS, BAGS & SILVERWARE.**
3. **☐ BRING OUT PLATES, BOWLS, SILVERWARE, BUFF SPOONS/KNIVES & RAMEKINS.**
4. **☐ PREPARE ROLL**‑**UPS (USE ALL CLEAN SILVERWARE).**
5. **☐ ENSURE PLENTY OF CLEAN GLASSES ARE AVAILABLE.**
6. **☐ GET FRESH RAG FOR PM EXPO; DISCARD USED RAGS.**

DINING ROOM & STATIONS

1. **☐ WIPE TABLES, TUCK IN CHAIRS, WIPE POS & HOST STAND FROM GUEST SIDE.**
2. **☐ REFRESH ALL SANITATION TUBS AND NEW RAGS.**
3. **☐ STOCK NAPKINS, TOOTHPICKS, SWEETENERS, STRAWS AT WATER STATION. EMPTY TRASH IF NEEDED.**
4. **☐ REFILL WATER JUGS, ICE FIRST, REFRESH GLASSES. WIPE WATER AS NEEDED.**
5. **☐ CHECK FRO**‑**YO TOPPINGS & RESTOCK. CLEAN BOTTLES, WIPE TRAY AS NEEDED.**
6. **☐ CLEAR STAFF DRINK/FOOD AREA. THROW ANYTHING AWAY THAT ISNT CLAIMED.**

BATHROOMS

1. **☐ WIPE SINKS, MIRRORS; RESET BATHROOMS. TOILET CLEANLINESS FROM TOP DOWN, AND GROUND AROUND.**
2. **☐ REFILL PAPER TOWELS, TOILET PAPER, SOAP.**
3. **☐ EMPTY BATHROOM TRASH.**

BEVERAGES & PREP

1. **☐ RESTOCK DRINKS FRIDGE (SODAS, WATERS, WINE, BEER).**
2. **☐ PREP FRUIT FOR NIGHT, LOTS OF LEMON WHEELS. REFRESH THE ICE WATER IN THE ORGANZER.**
3. **☐ TOP OFF SANGRIA, LEMONADE & AYRAN AS NEEDED, OR LEAVE NOTE FOR NEXT SHIFT CREW.**
4. **☐ WIPE & DRY MENUS AND TABLE NUMBER CARDS, INCLUDING THE METAL POLE AND BASE.**

NOTES FOR INCOMING CLOSING CREW

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SIGNATURES

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DIRECTIONS:** *MARK AN X ON EACH SLIDING SCALE, LEAVE ANY APPLICABLE NOTES, SUBMIT TO DEMETRI. SEND PHOTO IF NOT IN.*

*1 – MAJOR ISSUES | 3 – ACCEPTABLE | 5 – GUEST-READY*

**DINING ROOMS, FLOORS, PATIO SETUP**

**RATING:** 1 ————— 2 ————— 3 ————— 4 ————— 5  
**NOTES:**

**EXPO CLEANLINESS & RESET + WATER SETUP | TRAY | TO GO NAPKINS | GLASSWARE**

**RATING:** 1 ————— 2 ————— 3 ————— 4 ————— 5  
**NOTES:**

**SAUCES/BAKLAVAS/TURKISH DELIGHTS**

**RATING:** 1 ————— 2 ————— 3 ————— 4 ————— 5  
**NOTES:**

**CASHIER BOTH GUEST AND CASHIER STAFF SIDES | ROLLIES | BAKLAVA | MENU WIPS | EXCESS TIPS UNDER DRAWER**

**RATING:** 1 ————— 2 ————— 3 ————— 4 ————— 5  
**NOTES:**

**FROZEN YOGURT MACHINE | BACKUP | TOPPINGS | CUPS AND SPOONS**

**RATING:** 1 ————— 2 ————— 3 ————— 4 ————— 5  
**NOTES:**

**BATHROOMS | PAPER GOODS STOCK AND BACKSTOCK | TOILET TOP TO BOTTOM, FLOORS AND WALLS | MIRROS SINK AND SURROUNDING**

**RATING:** 1 ————— 2 ————— 3 ————— 4 ————— 5  
**NOTES:**

**BAR – SLICED FRUIT RESET INC ICE WATER | GLASSWARE | LEMONADES ETC**

**RATING:** 1 ————— 2 ————— 3 ————— 4 ————— 5  
**NOTES:**

**OVERALL OPENING/TRANSITION QUALITY**

**RATING:** 1 ————— 2 ————— 3 ————— 4 ————— 5  
**NOTES:**