

NAME	SIDEWORK	RUNNING	CLOSING
	<b>ICE</b>	<ul style="list-style-type: none"> <li>• Stock ice, lemons (labeled/dated), straws</li> <li>• Sweep server alley</li> <li>• Wipe soda machine counter areas clean</li> </ul>	<ul style="list-style-type: none"> <li>• Stock ice, straws, lemons (labeled), and paper cone cups</li> <li>• Sweep server alley (behind dressings refrigerator also at closing)</li> <li>• Melt ice at end of shift.</li> </ul>
	<b>Tea &amp; Coffee</b>	<ul style="list-style-type: none"> <li>• Make tea &amp; coffee throughout shift</li> <li>• Restock teaspoons in black containers</li> <li>• Wipe tea/coffee counter area clean</li> </ul>	<ul style="list-style-type: none"> <li>• Restock tea, tea bags, coffee, &amp; filters</li> <li>• Wash/return tea urns, coffee pots. Wipe surfaces on appliances clean (tea/coffee machines)</li> <li>• Put water diffusers through bar washing machine</li> </ul>
	<b>Bread</b>	<ul style="list-style-type: none"> <li>• Keep bread, ramekins, side plates, bread boards, wax paper, butter stocked in bread area (print date labels for butter)</li> <li>• Keep/wipe bread area clean (no bread crumbs)</li> <li>• Replace butter scoop tin water at end of shift</li> </ul>	<ul style="list-style-type: none"> <li>• Restock bread boards, ramekins, side plates, bread bins, labeled butter, wax paper in bread area.</li> <li>• Clean/wipe out bread warmers/oven. Wash and replace pans in oven/warmers. Send scoop/tin through wash.</li> <li>• Wipe counter area and stainless steel surfaces on appliances (no bread crumbs).</li> </ul>
	<b>Condiments &amp; POS</b>	<ul style="list-style-type: none"> <li>• Wipe all used condiments bottles clean. Restock condiments.</li> <li>• Replace over filled trash bins with a new trash bags at POS stations at end of shift.</li> <li>• Restock c-folds, coasters, &amp; sanitizer</li> </ul>	<ul style="list-style-type: none"> <li>• Unscrew all used condiment bottle tops, clean the inside on the bottle top and the bottle neck with a sanitized cloth. Restock condiments (also refill ketchup, mustard, mayo containers).</li> <li>• Wipe all surfaces on POS stations with sanitizer. Wipe ledges around the stations with sanitizer. Empty trash bins and replace trash bag.</li> <li>• Restock c-folds, coasters, &amp; sanitizer</li> </ul>
	<b>Dressings</b>	<ul style="list-style-type: none"> <li>• Make (label/date) back-up dressing tins in walk-in.</li> <li>• Restock dressings, croutons, ramekins, small plates throughout shift in dressings area. Check dates on “house made” sauces in micro containers in dressing refrigerator.</li> <li>• Wipe salad prep area clean</li> </ul>	<ul style="list-style-type: none"> <li>• Restock pre-made dressings from walk-in in dressings refrigerator, croutons, side plates, and ramekins. Replace all dressing tins that are less than 1/2 full with full tins or refill the tin (check dates). Send crouton tin through wash if empty. If not, refill tin with an open bag of croutons (Do not open a new bag at the end of the night). Wash all utensils and return them to salad prep area.</li> <li>• Wipe clean salad prep area, shelving, salad window, salad “box” door, inside/outside dressing refrigerator, all stainless steel surfaces in dressings area, computer screen &amp; computer button panel.</li> <li>• Clean/wrap tops of dessert syrups, mayo, mustard, ketchup with saran wrap. Mayo/mustard return to dressings refrigerator, put syrups near ramekins, return all other condiments on the condiments shelf (under POS).</li> </ul>
	<b>DISH</b>	<ul style="list-style-type: none"> <li>• Wipe dish area clean (not ramekin shelf). Wipe walls clean on both sides of drink well. Wipe and clean hand washing sinks (2) near dish. Restock paper towel dispensers and soap if needed at sinks.</li> <li>• Empty out all solid waste from drink well and throw away. Bring full trash bins to “back door”, replace bagged/empty trash bins at dish area.</li> <li>• Restock glasses and mugs in server alley.</li> </ul>	<ul style="list-style-type: none"> <li>• Wipe dish area clean (not ramekin shelf). Wipe walls clean on both sides of drink well. Wipe and clean hand washing sinks (2) near dish. Restock paper towel dispensers and soap if needed at sinks.</li> <li>• Empty out all solid waste from drink well and throw away. Bring full trash bins to “back door”, replace bagged/empty trash bins at dish area. Empty out “Bissels”.</li> <li>• Restock glasses and mugs in server alley. (Leave no empty drink trays).</li> </ul>

NAME	SIDEWORK	RUNNING	CLOSING
	<b>Expo</b>	<ul style="list-style-type: none"> <li>Restock all To-Go food containers (top shelf above salad/expo window), To-Go drink containers (coffee/soda) at drink stations, beverage napkins, soup spoons, crackers, rib towels, and food running towels.</li> </ul>	<ul style="list-style-type: none"> <li>Restock all To-Go food containers (top shelf above salad/expo window), To-Go drink containers (coffee/soda) at drink stations, beverage napkins, soup spoons, crackers, rib towels, and food running towels.</li> </ul>
		<ul style="list-style-type: none"> <li>Restock bottom shelf dishes, soup bowls, small plates, and ramekins in expo window. Replace buss pin/sani bucket if needed. Get dishes for expeditor when needed.</li> </ul>	<ul style="list-style-type: none"> <li>Restock bottom shelf dishes, soup bowls, small plates, and ramekins in expo window. Replace buss pin/sani bucket. Get dishes for expeditor when needed.</li> </ul>
		<ul style="list-style-type: none"> <li>Keep veggie butter, cinnamon sugar, BBQ, sweeteners, and crackers stocked. Wipe expo window surfaces/shelves clean.</li> </ul>	<ul style="list-style-type: none"> <li>Keep veggie butter, cinnamon sugar, BBQ, sweeteners, and crackers stocked. Wipe expo window surfaces/shelves clean.</li> </ul>
	<b>Section/Silverware</b>	<ul style="list-style-type: none"> <li>Keep section/tables clean throughout shift (wipe all tables in section, even closed tables) Bissel walkways and underneath tables. Wipe seating/crumb catchers clean.</li> </ul>	<ul style="list-style-type: none"> <li>Keep section/tables clean throughout shift (wipe all tables in section, even closed tables) Bissel walkways and underneath tables. Wipe seating/crumb catchers clean.</li> </ul>
		<ul style="list-style-type: none"> <li>Roll silverware when asked/needed. Manager checks silverware. Closing server verifies duties before “clock-out”.</li> </ul>	<ul style="list-style-type: none"> <li>Roll silverware when asked/needed. Manager checks silverware. Closing server verifies duties before “cash-out”.</li> </ul>
		<ul style="list-style-type: none"> <li>Run food/drinks when needed.</li> </ul>	<ul style="list-style-type: none"> <li>Run food/drinks when needed.</li> </ul>