

HOST

OPENING CHECKLIST

Windex front doors, windows and open curtains
Check reservation count and table sizes
Appropriately plan tables for reservations and alert servers/bussers if you need specific table sizes
Make sure entryway is swept and tidy for guests to arrive
Make sure the host stand has scrap paper, pens, and cordless phone
Label the salad bar items
Put out the sign when we open
Wipe down menus as they are returned
During the shift:
Help re-set a table when needed
Fill up waters on tables
Collect spare menus
Collect empty glasses and return them to the bar, not the kitchen (so that you are not out of eyesight of the front door)

	EMPLOYEE	SUPERVISOR		EMPLOYEE	SUPERVISOR		EMPLOYEE	SUPERVISOR
1			12			23		
2			13			24		
3			14			25		
4			15			26		
5			16			27		
6			17			28		
7			18			29		
8			19			30		
9			20			31		
10			21					
11			22					

CLOSING CHECKLIST

Wipe down all menus, inside and out, and organize them
Wipe down host stand and computer monitor
Throw away all trash
Put the cordless phone on the charger
Bring in the sign and close the curtains
Check out with the closing manager

	EMPLOYEE	SUPERVISOR		EMPLOYEE	SUPERVISOR		EMPLOYEE	SUPERVISOR
1			12			23		
2			13			24		
3			14			25		
4			15			26		
5			16			27		
6			17			28		
7			18			29		
8			19			30		
9			20			31		
10			21					
11			22					

MONTH _____

BAR TENDER CLOSING CHECKLIST

Clean Wine/Beer Taps (pour bleach)
Clean Espresso Machine
Run mats through washer then turn over to dry
Clean & Turn OFF glass washer
Put fruit (away in fridge)
Stock what you used during the shift (i.e. Guarana, beer, etc)
Dump Espresso Bucket
Wipe down all sinks and countertops (CLEAN EVERYTHING)
Put away all clean glasses from washer
Throw away trash bags
Pull up all mats and place in large bin at back door
CHECK WINE ROOM TEMP/HUMIDITY (and log)

	EMPLOYEE	MGR
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	EMPLOYEE	MGR
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MONTH _____

CASH DRAWER - BAR

DAY	OPEN CASHIER	STARTING \$	+/-	MANAGER	CLOSING CASHIER	ENDING \$	+/-	MANAGER
1								
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MONTH _____

