Server Sidework Checklist

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Start of the Shift Checklist
Front of the House Station Tasks

MANAGER: **DATE:**

INSPECTION TASK	DONE
Turn on the lights and turn off the security alarm.	
Turn the background music on to create a pleasant ambiance.	
Clean the exterior of the restaurant by removing any trash.	
Clean the windows to ensure a clear view for customers.	
Fold napkins and restock napkin dispensers.	
Set tables and place necessary items such as glasses, cutlery.	
Clean and stock the bathrooms with toiletries.	
Change the door sign from Closed to Open.	

NOTES

Start of the Shift Checklist
Drink Station Tasks

MANAGER: **DATE:**

INSPECTION TASK	DONE
Add clean glassware to the drink station.	
Prepare ice to keep drinks cold and refreshing.	
Replenish beer kegs for a steady supply of beer.	
Replenish bottled mixers, liquor bottles, and canned drinks.	
Check the soda machine to make sure it's working properly.	

NOTES

Start of the Shift Checklist
Iced Tea and Coffee Station Tasks

MANAGER: **DATE:**

INSPECTION TASK	DONE
Equip the station with clean glasses, mugs.	
Prepare ice to keep drinks cold and refreshing.	
Ensure the station is clean and free from any spills or debris.	
Replenish bottled mixers, liquor bottles, and canned drinks.	
Empty and clean the drip trays of the coffee machine. .	

NOTES

Start of the Shift Checklist
Salad Bar Station Tasks

MANAGER: **DATE:**

INSPECTION TASK	DONE
Clean the salad bar station.	
Place clean plates and silverware on the salad bar station.	
Prepare salad bar items such as sliced vegetables, cheese.	

NOTES

Start of the Shift Checklist
Dessert Station Tasks

MANAGER: **DATE:**

INSPECTION TASK	DONE
Clean the dessert station and equip it with plates.	
Prepare fresh pastries and desserts if needed.	

NOTES

Start of the Shift Checklist
Outdoor Station Tasks

MANAGER: **DATE:**

INSPECTION TASK	DONE
Set tables and chairs to create a welcoming outdoor dining.	
Set up outdoor umbrellas to provide shade and protection from the elements.	
Restock tabletop items, including glasses, cutlery.	

NOTES

Ongoing Tasks During the Shift Checklist
Front of the House Station Tasks

MANAGER: **DATE:**

INSPECTION TASK	DONE
Bring clean tableware and glasses to the front of the house .	
Clean countertops to remove stains and spills.	
Tuck chairs under tables for a more organised way.	
Disinfect menus and bill folders after each use.	
Clean and polish glassware and silverware for a good presentation.	
Inform the manager if inventory is running low .	

NOTES

Ongoing Tasks During the Shift Checklist
Drink Station Taks

MANAGER: **DATE:**

INSPECTION TASK	DONE
Restock glassware and silverware for customers' convenience.	
Restock ice for cold beverages.	
Make sure that the drink station is clean .	

NOTES

Ongoing Tasks During the Shift Checklist
Iced Tea and Coffee Station Tasks

MANAGER: **DATE:**

INSPECTION TASK	DONE
Restock glassware and silverware for customers.	
Restock coffee necessities such as napkins, sugar.	
Restock ice for cold beverages.	
Inspect the station for cleanliness to maintain hygiene.	

NOTES

Ongoing Tasks During the Shift Checklist
Salad Bar Station Tasks

MANAGER: **DATE:**

INSPECTION TASK	DONE
Restock plates and silverware for customers.	
Restock salad bar items such as sliced vegetables, cheese.	
Clean the station if needed.	

NOTES

Ongoing Tasks During the Shift Checklist
Dessert Station Tasks

MANAGER: **DATE:**

INSPECTION TASK	DONE
Restock plates and silverware for customers.	
Restock pastries and cakes if needed.	
Ensure the dessert station is clean.	

NOTES

Ongoing Tasks During the Shift Checklist
Outdoor Station Tasks

MANAGER: **DATE:**

INSPECTION TASK	DONE
Wipe down tables and chairs after each customer.	
Tuck chairs under tables.	
Disinfect menus and bill folders for new customers.	

NOTES

End of the Shift Checklist
Front of the House Station Tasks

MANAGER: **DATE:**

INSPECTION TASK	DONE
Change the open sign to closed .	
Turn off any background music playing in the dining area.	
Turn off heaters, gas stoves, and ovens.	
Clean all chairs, tables, and booths.	
Close all windows.	
Place chairs on top of tables.	
Clean and stock the bathrooms with toiletries.	
Turn the security alarm on and switch off all lights.	
Lock up the restaurant.	

NOTES

End of the Shift Checklist
Drink Station Tasks

MANAGER: **DATE:**

INSPECTION TASK	DONE
Clean and sanitise glassware and silverware.	
Cork wine bottles.	
Empty and clean soda machines and turn them off.	

NOTES

End of the Shift Checklist
Iced Tea and Coffee Station Tasks.

MANAGER: **DATE:**

INSPECTION TASK	DONE
Clean and sanitise glassware and silverware.	
Empty and wash coffee and iced tea carafes.	
Store any remaining ingredients.	

NOTES

End of the Shift Checklist
Salad Bar Station Tasks

MANAGER: **DATE:**

INSPECTION TASK	DONE
Clean and sanitise glassware and silverware.	
Clean and sanitise the entire station.	
Store any remaining ingredients.	

NOTES

End of the Shift Checklist
Dessert Station Tasks

MANAGER: **DATE:**

INSPECTION TASK	DONE
Clean and sanitise glassware and silverware.	
Clean and sanitise the dessert case.	
Store any remaining pastries or desserts.	

NOTES

End of the Shift Checklist
Outdoor Station Tasks

MANAGER: **DATE:**

INSPECTION TASK	DONE
Clean and sanitise glassware and silverware.	
Bring all outdoor chairs and tables back inside.	
Close all outdoor umbrellas and store them properly.	

NOTES