

Breakfast Opening Procedure

Please initial each task once you have completed them during your shift.

	M	T	W	T	F	S	S
Collect in-house sheet from reception.							
Turn on all lights and check floor is clean.							
Bar shutters to be brought up							
Check coffee machine is clean & prepped for service							
Ensure all tables are laid up properly and menus on tables							
Ensure all Condiments i.e. bread; cereals, sugar on tables, milk, tea and coffee are ready for service.							
MORE TEXT ON FULL RESOURCE							
MORE TEXT ON FULL RESOURCE							
MORE TEXT ON FULL RESOURCE							

During Shift Procedures

Replenish continental breakfast items regularly. Ensure every breakfast is billed
Clear tables and relay with the relevant setup.
Serve with a smile, chat to guests. Any potential sales leads, pass onto Oksana ☺

Breakfast Closing Procedure

Please initial each task once you have completed them during your shift.

TABLE ON FULL RESOURCE