

Restaurant (Evening) Opening Procedure

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

	M	T	W	T	F	S	S
Collect restaurant bar keys, Guest list/meal term, booking form and float from reception							
Count float into till, any discrepancies inform the DM							
Ensure all lights are on including fridges							
Put nozzles onto bar taps and drip trays into holders							
Prepare slices of Lemon/Lime (in bowl with soda) and fill ice bucket							
Make sure all doors are open, and fire doors are unbolted							
Ensure the bar is clean							
Ensure the tables are laid correctly for the next meal service							
Text on full resource							
Text on full resource							
Text on full resource							

During Shift Procedures

Request any stock from the cellar through the DM.
If any change is needed request from the DM.
All customers to be greeted on entering the restaurant and shown to an appropriate table.
Take orders with a smile, read back order to ensure nothing has been missed. Remove menus from the table.
TEXT ON FULL RESOURCE
TEXT ON FULL RESOURCE

Restaurant Closing Procedure

TABLE ON FULL RESOURCE