

CASHIER

OPENING CHECKLIST

- Clock in; put away all personal belongings either in a locker or your car (no purse, bag, wallets, etc. at the cashier booth)
- Count the drawer, complete log, & have a manager sign off
- Make sure booth is stocked with disks, pens, 3 thermal register rolls, and white/yellow rags
- Wipe down all guest check books and keep them wiped during shift
- During the shift: Polish silverware & glasses during idle time
- Once per hour, check **Ladies Room: Take white rag** (towels in garbage pushed down, sink dry, toilets flushed, floor is dry, check hand soap, paper towel, and toilet paper supplies) & report any issues.

EMPLOYEE		SUPERVISOR		EMPLOYEE		SUPERVISOR		EMPLOYEE		SUPERVISOR	
1				12				23			
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CLOSING CHECKLIST

- Close all checks, keeping cash payment and CC payment slips separate
- Wipe down the inside and outside of all checkbooks
- Wipe down the POS, throw away the trash, and **vacuum**
- Count drawer to match starting amount, remove the extra cash for the deposit, and give the deposit cash and payment slips to the closing manager, Cashier and Manager sign off on cashier's checkout

EMPLOYEE		SUPERVISOR		EMPLOYEE		SUPERVISOR		EMPLOYEE		SUPERVISOR	
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MONTH _____

HOST

OPENING CHECKLIST

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| 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) |

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CLOSING CHECKLIST

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| 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 |

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	EMPLOYEE	SUPERVISOR
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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)

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MONTH _____

MONTHLY SAFE LOG

DATE	TOTAL DEPOSIT AMOUNT	AMOUNT put in SAFE	SIGNED	Date took to bank	(who took to bank) SIGNED	AMOUNT TAKEN TO BANK
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Month _____

CASH DRAWER - BAR

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

CASH DRAWER - CASHIER BOOTH

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

UTILITY WEEKLY/MONTHLY DUTIES

	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	All Glass: Balconies, Private room (both sides), Front door, outer wine cellar	DRAIN outdoor dish pipe, clean all floor fans, vaccum cleaners, & wet floor signs	Bladder bar drains, dish pit drain, & server drains	Scrub walls, floor, & sink in both Utility Closets, Clean the 7 fridge filter grills in kitchen	Clean back of building: concrete pad and areas around it.
1st Week	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off
	Date	Date	Date	Date	Date
2nd Week	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off
	Date	Date	Date	Date	Date
3rd Week	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off
	Date	Date	Date	Date	Date
4th Week	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off
	Date	Date	Date	Date	Date

	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1st Week	burn & sanitize main salad bar	Power wash back door, dumpster, oil box, kitchen walls & baseboards	change water filter		
	Sign Off	Sign Off	Sign Off		
	Date	Date	Date		
3rd Week	burn & sanitize main salad bar				
	Sign Off				
4th Week		Power wash back door, dumpster, oil box, kitchen walls & baseboards			
		Sign Off			
		Date			

KITCHEN WEEKLY DUTIES

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Sweep & deck brush UNDER kitchen equipment, ovens, fryers including under hand sinks & kitchen sinks.	Clean & Detail all fryers inside and outside. CHANGE OIL. Sweep & Mop under fryers.	Clean & detail all refrigerators. Remove all racks and putting them through dishwasher. Clean all back walls in Kitchen. CHANGE fryer oil.	Wash & Detail bottom half of all kitchen tables. Clean underneath them & scrub all table legs.	Sweep & mop under all equipment (racks, reach-ins, coffee station, prep table, etc.)	Clean & Detail dessert area, shelving, tables, & sinks. Mop & deck brush floor underneath area equipment.
Filter fryer oil.		Filter fryer oil.	Filter fryer oil.	Filter fryer oil.	Filter fryer oil.

GAUCHO WEEKLY DETAILING DUTIES

	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1st Week	Polish the grill. Clean under the grill. Clean the entire floor.	Wipe all FRP walls, Remove fridge grills, clean grills & under. Change fridge pans.	Clean all drains. Clean all glass	Clean all PVC drains along the walls and clean all SS	Clean hoods	Detail the Meat Room in the basement and detail the Walk-In
	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off
	Date	Date	Date	Date	Date	Date
	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign
	Date	Date	Date	Date	Date	Date

2nd Week	Polish the grill. Clean under the grill. Clean the entire floor.	Wipe all FRP walls, Remove fridge grills, clean grills & under. Change fridge pans.	Clean all drains. Clean all glass	Clean all PVC drains along the walls and clean all SS	Clean hoods	Detail the Meat Room in the basement and detail the Walk-In
	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off
	Date	Date	Date	Date	Date	Date
	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign
	Date	Date	Date	Date	Date	Date

3rd Week	Polish the grill. Clean under the grill. Clean the entire floor.	Wipe all FRP walls. Remove fridge grills, clean grills & under. Change fridge pans.	Clean all drains. Clean all glass	Clean all PVC drains along the walls and clean all SS	Clean hoods	Detail the Meat Room in the basement and detail the Walk-In
	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off
	Date	Date	Date	Date	Date	Date
	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign
	Date	Date	Date	Date	Date	Date

4th Week	Polish the grill. Clean under the grill. Clean the entire floor.	Wipe all FRP walls. Remove fridge grills, clean grills & under. Change fridge pans.	Clean all drains. Clean all glass	Clean all PVC drains along the walls and clean all SS	Clean hoods	Detail the Meat Room in the basement and detail the Walk-In
	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off
	Date	Date	Date	Date	Date	Date
	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign
	Date	Date	Date	Date	Date	Date

SERVER WEEKLY DETAILING DUTIES

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Clean all granite surfaces with approve cleaner	Detail both server stations (shelves, countertops, sinks)	Polish all wine buckets, stands, serving pitchers, & serving utensils for salad bar.	Detail entire coffee/tea area. Organize tea and coffee side station in kitchen.	Organize linen cabinet. Stack all napkins in a secure stack. Wipe entire cabinet clean.	Detail and clean storage area in private room under the stairs (including floors).	Wipe and sanitize all chairs in all service rooms. (Private, Private, upstairs, main dining. Dust plaques in waiting area
Organize and vacuum coat closet						
Clean and detail all high chairs, booster seats, baby slings	Clean and fill all salt and pepper shakers and sugar caddies	Clean and polish all shelves under the hot side chaffing countertop		Breakdown and clean soda stations.	End of shift: Pull all table 3 feet from wall for sunday vaccum by Utilility	

Monthly Safety Inspection Checklist



Items/Areas in Need of Inspection

YES NO N/A

Floors are maintained free from spills, wet spots, grease and debris			
Non-slip floor mats are in place			
Wet floor signs posted when necessary			
Anti-slip shoes worn by employees			
Stairs free of clutter and storage			
Fire extinguishers are fully charged and accessible			
First aid kit adequately supplied and accessible to employees			
Eyewash station flushed or bottled eyewash available			
Knives properly stored and kept sharp			
Exhaust filters clean			
Emergency door release or ax available in freezer			
Electrical appliances are in good working order and properly guarded			
Only authorized personnel using mixer, slicer and other power equipment			
All employees trained in their current position			
Adequate lighting and ventilation			
Heavy objects stored properly on lower shelves			
Ladder available for reaching upper shelves			
Ladder in good working order, free of rust and damage to rungs and feet			
Material handling equipment is available			
Furniture and fixtures are in good repair			
Exit signs are properly illuminated			
Exit doors are clear of storage			
Emergency treatment telephone number and required postings are posted			
A method for reporting unsafe conditions is established and practiced			
Other:			
Corrective Actions & Comments:			

Completed by:

Date:

Manager Signature: