

CREDIT CARD HOLD DATES for 2020

14Feb

12Apr

10May

21Jun

24Dec

31Dec

"On special holidays we take require a credit card to hold your reservation. You may cancel at any time and we will not charge your card unless you NOSHOW your reservation."

While taking the reservation, click on ADD CREDIT CARD at the bottom and enter customers CC data. Type "CC taken" and your initials into the notes as you save the reservation. Do not charge credit card.

cut around the frame above and tape it to the hostess stand

MOD DAILY CHECKLIST

OPENING

- Utility Weekly/Monthly
- Kitchen Weekly Detailing Duties
- Server Weekly Detailing Duties
- GaUCHO Weekly Detailing Duties
- Women's Upstairs Bathroom Checklist
- Mens Upstairs Bathroom Checklist
- Women's Downstairs Bathroom Checklist
- Men's Downstairs Checklist
- Employee Bathroom Checklist
- Wine Cellar Humidity Log
- Salads written on granite

CLOSING

- Server Checklist
- Cashier Checklist
- Host Checklist
- Busser Checklist
- Bar Tender Duties Checklist
- Wine Cellar Humidity Log
- Transfer Maintenance Log to computer
- shut off all sinks in kitchen

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MONTH _____

Utility Cleaning Checklist

Upstairs Men's Bathroom

Wipe down all mirrors
Polish faucet and fixtures
Sanitize sink
Sanitize counter
Sanitize base
Polish chrome
Clean urinals and toilets
Change screens and cakes as needed
Wipe down all ledges (above mirror, tops of stall doors, etc)
Check and restock paper towels, toilet paper, and seat covers
Check and restock soap
Wipe down changing station
Empty trash
Sweep and mop the floor

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MONTH _____

Utility Cleaning Checklist

Downstairs Men's Bathroom

Wipe down all mirrors
Polish faucet and fixtures
Sanitize sink
Sanitize counter
Sanitize base
Polish chrome
Clean urinals and toilets
Change screens and cakes as needed
Wipe down black walls using yellow rag & Pledge spray
Wipe down all ledges (above mirror, tops of stall doors, etc)
Check and restock paper towels, toilet paper, and seat covers
Check and restock soap
Wipe down changing station
Empty trash
Sweep and mop the floor

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MONTH _____

Utility Cleaning Checklist Upstairs Women's Bathroom

Wipe down all mirrors
Polish faucet and fixtures
Sanitize sink
Sanitize counter
Sanitize base
Polish chrome
Clean toilets
Empty sanitary boxes
Wipe down black walls using yellow rage & Pledge spray
Wipe down all ledges (above mirror, tops of stall doors, etc)
Check and restock paper towels, toilet paper, and seat covers
Check and restock soap
Wipe down changing station
Empty trash
Sweep and mop the floor

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MONTH _____

Utility Cleaning Checklist

Downstairs Women's Bathroom

Wipe down all mirrors
Polish faucet and fixtures
Sanitize sink
Sanitize counter
Sanitize base
Polish chrome
Clean toilets
Empty sanitary boxes
Wipe down black walls using yellow rage & Pledge spray
Wipe down all ledges (above mirror, tops of stall doors, etc)
Check and restock paper towels, toilet paper, and seat covers
Check and restock soap
Wipe down changing station
Empty trash
Sweep and mop the floor

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MONTH _____

Utility Cleaning Checklist

EMPLOYEE Bathroom

Wipe down all mirrors
Polish faucet and fixtures
Sanitize sink
Sanitize counter
Sanitize base
Polish chrome
Clean toilets
Empty sanitary boxes
Wipe down black walls using yellow rage & Pledge spray
Wipe down all ledges (above mirror, tops of stall doors, etc)
Check and restock paper towels, toilet paper, and seat covers
Check and restock soap
Wipe down changing station
Empty trash
Sweep and mop the floor

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MONTH _____

SERVER STATION

OPENING CHECKLIST

Check SeatMe for proper setting of table sizes
Make sure all tables are properly set with glasses, napkins, disks, forks, knives, tongs, pamphlet, and full salt/pepper
Stock plates, forks, knives, tongs, spoons, linens and folded napkins
Cut lemons, limes, and oranges into 1/9th pans, place over ice in a 1/3rd pan
Brew iced tea, and take to the server station
Fill ice bin, and put nozzles on the coke machine
Make sure the trash can has a bag in it
Make sure your station is stocked with polished racks of water and wine glasses
At 15 minutes until open, set out two water and one iced tea pitcher for each server station
Be dressed and ready in time to open
Help set up the salad bar after all above is completed
Down Time: Polish glasses, silverware and fold napkins

CLOSING CHECKLIST

Bus and properly reset all tables
Sweep dining room floor of all food/trash debris, upstairs and downstairs, around salad bar, and back to gaucho room
Dump iced tea and water pitchers, send through dish
Break down the soda machine; nozzles in club soda, and wipe down the machine itself
Wipe down the coffee machine in the kitchen
Wrap up the cut fruit and put it in the kitchen fridge
Send the iced tea pot through dish
Wipe down the service area and discard of any trash or cups
Sweep the service station
Throw away the trash can
Take out the linen bags
Polish glassware
Check out with the closing manager
One server must stay to count cash tips with a gaucho

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.

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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

- 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

- 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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MONTH _____

BAR TENDER CLOSING CHECKLIST

Clean Wine/Beer Taps (pour bleach)
Clean Espresso Machine
Run matts 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 matts 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	SUNDAY
	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.	Mop/Clean Walkins, Beer Chiller, & Liquor cage
1st Week	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	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	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	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

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

WASTE LOG

ITEM

WEIGHT/QTY

REASON (EON=End of Night SIF=Spoiled in Fridge)

DATE

SIGN

ITEM	WEIGHT/QTY	REASON (EON=End of Night SIF=Spoiled in Fridge)	DATE	SIGN

KITCHEN WEEKLY DUTIES

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Pull both ovens and all equipment including spice rack from wall: Sweep behind and under all equipment, Degrease and deck brush floor	Sweep & deck brush under fryers included under handsink	Clean all fryers/filter grease. Clean outside of fryers doors. Remove grease or debris from inside doors filter area	7 REACH-IN FRIDGES. Detail: Remove all items, clean shelves & gaskets, polish all stainless, clean filter screens on back	Wipe all shelves in kitchen. Organize items stored on shelves	Sweep & mop under all equipment (racks, reach-ins, coffee station, prep table, etc.)	Work with dishwasher: remove & clean hood filters
	Wipe all stainless steel behind entire line					Detail dessert station including glass reach-in fridge
	Clean all floor drains	Wipe all white FP walls in kitchen area				Detail ALL sinks (hand & prep)

1st Week	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	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	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	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

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: