

Sidework Checklist Host

<u>Opening Sidework</u>	<u>Running Sidework</u>	<u>Closing Sidework</u>
<ul style="list-style-type: none"> • Turn music on outside • Wipe tables outside • Set tables outside with share plates, roll ups, and water glass upside down • Set up host station outside, set up sign for guests to come in for reservations • Call back reservations, update accordingly • Pass along the special's menu to Chef • Update Specials Menu in computer and print enough for service plus some extras for replacing • Copy the last updated menu and change date/rename for the next day • Collect menus from bar • Post the specials menu in the menu box outside our front door • Get new wiping cloths, Windex, and sanitizer for the host stand • Wipe down all dinner and cocktail menus • Windex doors, 2 front doors, kitchen door, and side door toward bathroom • Tidy hostess stand (stock with scrap paper, pens, gift card supplies, to go menus, business cards, takeout sheets, bar waitlist sheets) • Make another note with any specials that have been changed/added with prices to give to manager on duty so that they can update Toast accordingly • Make sure door is unlocked • Turn on AC/ heat • Turn on fireplace room candles • Set up dining room tables • Wipe down phone/computer screen • Help fold napkins <p>**** If a guest calls to buy/gift an item to a customer who is dining with us, take all payment info as well as their phone number (in case payment doesn't go through), additionally ask if they'd like to leave gratuity for the servers</p> <p>***If a guest has an issue with any payments, please take down their name, phone number, last 4 digits of the card number and the day they are having the payment issue</p>	<ul style="list-style-type: none"> • Communicate with MOD before seating guests • Replace any dirty specials menus • Continue to wipe down dinner and cocktail menus • Continue to set tables with menus for upcoming reservations • Help bus dirty tables • Water and bring bread to tables if server needs assistance 	<ul style="list-style-type: none"> • Strip and wipe down menus • Wipe down front door with glass cleaner • Wipe down inside and outside Eurocave door • Wipe down all POS screens and printers with disinfecting wipe • Clean light switches with disinfecting wipe • Sanitize phones • Tidy host stand • Empty trash barrel • Cash out online ordering, Takeout AM, and Takeout PM • Turn in envelope with check out for Host shift to Manager on Duty • Bring In "Bar open" sign