

SERVER SIDEWORK

<u>Opening Sidework</u>	<u>Running Sidework</u>
<ul style="list-style-type: none">• Polish any remaining silverware from the previous night <u>with a damp rag</u>, or re-run through the dish pit• Check that all server stations are fully stocked (marking trays, sharing plates, bread plates, shell bowls , chili flakes, salt and pepper,• Set up water pitchers with a folded napkin, and fill with ice water• Check/fill pepper grinders and saltshakers• Get ice for the well• Make sure we have an empty linen basket and empty recycling milk crates before the start of service• Detail your own section (proper setup, spacing, polished glass and silver, properly folded linens)• Fold and stock napkins for all stations, tables, and backup• Prep coffee station for service (milk, water, demi spoons,• Wipe down woodwork throughout the dining room with a warm, wet rag• Wipe down banquette seating• Check for gum under tables in your section (wear gloves and remove with a knife)	<ul style="list-style-type: none">• Refill water pitchers• Refill ice well• Help with polishing and running glassware• Help with food running• Refill marking trays• Help with putting away clean glasses

OPENING SIDEWORK LA STRADA

<u>Opening Sidework</u>	<u>Running Sidework</u>
<ul style="list-style-type: none">• Stock outside server station with rocks glasses, square plates, marking trays, salt and pepper, red pepper, silverware, marking trays, bus buckets, sanitizer, and rags• Set up water pitchers with a folded napkin, and fill with ice water• Cover water pitchers, plates, marking trays, and the wooden box with napkins• Wipe down all tables and chairs• Set all tables with square plates, silverware, and rocks glasses• Stock fruit tray• Stock Pellegrino and Aqua Pana, soda, cheese, and cheese grater, any additional items as needed, in server station or coke fridge	<ul style="list-style-type: none">• Refill water pitchers• Refill marking trays• Restock server station

OPENING SIDEWORK BLACKBURN ROOM

<u>Opening Sidework</u>	<u>Running Sidework</u>
<ul style="list-style-type: none">• Stock server station with, square plates, marking trays, salt and pepper, red pepper• Set up water pitchers with and fill with ice water• Stock linen cart in hallway with fresh linen• Make sure shelving is stocked with rocks glasses for service• Polish all glasses and silverware• Set all tables with square plates, silverware, napkin, rocks glasses, candle holders and fuel cells• Stock Pellegrino and Aqua Pana in kitchen refrigerator• Turn on candles in fireplaces with small remote in draw behind bar• Light all fuel cells in candle holders on tables• Stock soda behind bar• Stock take out containers and bags in server station• Get cheese, and cheese grater, any additional items as needed, for server station or kitchen• Be sure to have ice in well behind bar and backup ice in wine bucket• Make sure carts have empty bus bucket and linen bag is set up, if not find a busser to do so	<ul style="list-style-type: none">• Refill water pitchers• Refill marking trays• Restock server station• Clean glassware in upstairs kitchen and refill as needed behind bar and on shelving throughout

CLOSING SIDEWORK

**** CHECK YOUR ASSIGNED SECTION EACH NIGHT & COMPLETE THE CORRESPONDING SIDEWORK ASSIGNMENTS**

Section Number	Sidework Assignment
Section 1	<ul style="list-style-type: none">• Wipe sink/shelf over the ice bin• Fill sugar caddies, salt, and pepper shakers• All dirty linens/rags should be thrown in the linen basket• Wipe down/tidy all stations and computer screens• Refill kitchen server station marking trays• Refill kitchen server station with bread plates, share plates, square bowls• Fold at least 25 napkins
Section 2	<ul style="list-style-type: none">• Fold at least 25 napkins for backup• Pour hot water over the glass rack to clean and wipe down with a clean rag, rinse with bleach every week• Turn off mug warmer• Roll a minimum of 25 roll ups
Section 3	<ul style="list-style-type: none">• Before restocking server stations wipe all shelves with clean, hot rag• Stock all inside server stations with glassware• Refill PDR draws with folded napkins• Refill PDR station with bread plates, share plates, square bowls• Wipe all check presenters• Fold at least 25 napkins
Section 4	<ul style="list-style-type: none">• Collect all water pitchers and run through dish pit• Refill and wipe down salt and pepper shakers inside• Refill PDR marking trays• Restock to go containers/ bags

	<ul style="list-style-type: none"> • Do a minimum 25 roll ups
Section 5	<ul style="list-style-type: none"> • Wipe down coke fridge • Stock inside coke fridge with Pellegrino and Aqua Pana • Refill marking trays • Do 25 roll ups • Fold a minimum 25 napkins
Section 6	<ul style="list-style-type: none"> • Refill fireplace room marking trays • Restock fireplace room glassware • Refill silverware tray in station for fireplace room • Fold a minimum 25 napkins • Help support with glassware/ silverware
Section 7	<ul style="list-style-type: none"> • Stock receipt paper • Refill and wipe down salt and pepper shakers • Refill sugar caddies • Do a minimum of 25 roll ups
Section 8	<ul style="list-style-type: none"> • Refill marking trays outside • Refill to go containers • Do a minimum of 25 roll ups • Restock outside coke refrigerator with Pellegrino and Aqua Pana
Section 9	<ul style="list-style-type: none"> • Do a minimum 50 Roll ups • Clean and wipe outside sink • Refill straws and bev naps outside
Section 10	<ul style="list-style-type: none"> • Dump water pitchers and send to dish • Bring any extra glass racks to kitchen • Help support staff with any outside tasks that are left • Fold 25 napkins
Last Server	<ul style="list-style-type: none"> • Breakdown/clean coffee station - be sure to send 5-7 seconds of steam to clean valves inside • Last inside server collect candle holders and put on 60/61 for inside • Last outside servers collect candles and charge them on the charger in office • Last inside server remove dirty rags and spray bottles from server stations • Last outside server move bus cart into patio • Last outside Server cover POS with linen • Last Outside server move dishes and glassware to rolling cart under neon sign • Last outside Server turn wooden box inward against coke fridge • Last outside server wipe down prep table

<p>Early Cuts/ All Servers</p>	<p><u>Early Cuts</u></p> <ul style="list-style-type: none"> • Fold bus tub of napkins • Polish silverware • Restock dining room stations • Put away clean glassware <p><u>All Servers</u></p> <ul style="list-style-type: none"> • Get Manager on Duty to do cash out • CLOCK OUT!
<p>Weekly Server Sidework</p> <p><u>DONE BY SUNDAY</u> <u>OPENING SERVER</u></p>	<ul style="list-style-type: none"> • Wipe wire shelving inside kitchen door • Wipe areas inside vestibule area • Organize and clean under stairwell and furniture by the bathroom • Wipe the walls and area around the coffee station including the shelving
<p>Weekly Server Sidework</p> <p><u>DONE BY MONDAY</u> <u>OPENING SERVER</u></p>	<ul style="list-style-type: none"> • Wipe windowsills • Wipe down banquette seats • Clean glass dividers in PDR and Fireplace room
<p>Weekly Server Sidework</p> <p><u>DONE BY TUESDAY</u> <u>OPENING SERVER</u></p>	<ul style="list-style-type: none"> • Put candle holders through the wash • Wipe shelving and items in beer walk in • Thoroughly clean champagne stands and buckets • Clean bar sink and ice bin with cafaza cleaner and rag with hot water
<p>Weekly Server Sidework</p> <p><u>DONE BY WEDNESDAY</u> <u>OPENING SERVER</u></p>	<ul style="list-style-type: none"> • Pull everything out including white mats and wipe server station by PDR, including draws

**Weekly Server
Sidework**

**DONE BY THURSDAY
OPENING SERVER**

- Pull everything out and clean the Fireplace server station