Sidework Checklist Busser/Runner

Opening Sidework	Running Sidework	Closing Sidework
• Heat bread according to reservations, • Stock bread station for service; bread plates, bread pans, parchment paper, ramekins, and the bain marie for trash tickets • Make sure oil bottle is full for service • Check server stations for cloths for wiping and sanitizer spray. Refill if needed • Polish any leftover silverware • Make set ups for the night • Check that all server stations in the dining room are stocked (plates, glassware, set ups etc.) • Check that the bar has bus tubs/milk crates, roll ups, glassware • Fill water pitchers and distribute to all stations • Prepare napkins for holding hot dishes • Make sure all the paper is stocked for the kitchen printer • Check for refire tickets and food allergy tickets if you need more ask a manager • Stamp extra to-go bags • Ask the chef(s) if they need anything	• Deliver bread to table with a small dish of oil • Clear any and all clean/finished dishes- ask for permission to clear the table first, wait until everyone at the table has finished • Bus and reset tables once all guests have left the table- USE A TRAY • Refill empty water pitchers and refill glasses of water at tables with any downtime, if unsure clarify if guest has bottled water • Mark tables with any replacement silverware/share plates • When dropping food-always announce what the item is and check all guests have plates/silverware • Offer black pepper or grated cheese when appropriate • Run full glass racks through the dishwasher • Constantly restock stations (glassware, plates, set-ups, marking trays etc.) “full hands in, full hands out” • Polish silverware as it comes up • Refill all the marking trays often • Check in with bar for full bus tubs/milk crates • Empty milk crates in the trash outside • Restock bar glassware often • Refill ice well • Check bread drawer to see if more bread should be heated mid service • Communicate with your co support staff-**DIVIDE & CONQUER**	• Clear and reset all tables • Empty linen basket/replace with new linen bag • Clear all dirty clothes from server stations • Refill sanitizer spray bottles for wiping down tables • Take out the trash and wipe down wall behind barrel under the light switches • Empty and replace the linen bags • Wipe down the bread station-both shelves with stainless steel cleaner • Wipe down glass washer • Clean exterior of ice well and sink with stainless steel cleaner • Clean paper towel dispenser and sink below • Clean both sides and window of kitchen door • Empty and clean glass rack shelf with stainless steel cleaner • Clean and turn off bread warmer • Wipe down Coke fridge • Restock to go supplies (bags, small and large to go containers) • Move all bar wares to host table