



Host

	Task	When	Freq
<input type="checkbox"/>	Check voicemail	Opening	Daily
<input type="checkbox"/>	Review reservation book	Opening	Daily
<input type="checkbox"/>	Confirm dining room setup	Opening	Daily
<input type="checkbox"/>	Ensure POS devices charged	Opening	Daily
<input type="checkbox"/>	Refresh flower vases	Opening	Daily
<input type="checkbox"/>	Clean restrooms; restock paper goods and check cleanliness	Opening	Daily
<input type="checkbox"/>	Clean restrooms; restock paper goods and check cleanliness	Closing	Daily
<input type="checkbox"/>	Clean menus and sanitize menu covers	Closing	Daily
<input type="checkbox"/>	Clean and organize host stand before leaving	Closing	Daily
<input type="checkbox"/>			

