Elaine's
RESTAURANT AND BAR

Shift Manager

	Task	When	Freq
☐	Print specials for pre-shift	Opening	Daily
☐	Review staff schedule	Opening	Daily
☐	Full restaurant walkthrough	Opening	Daily
☐	Verify restrooms and stations stocked	Opening	Daily
☐	Inspect outdoor areas	Opening	Daily
☐	Turn on TVs, music, lights	Opening	Daily
☐	Assign server sections	Opening	Daily
☐	Retrieve bar bank	Opening	Daily
☐	Print/post specials	Opening	Daily
☐	Review 86 list	Opening	Daily
☐	Review VIP guests and parties	Opening	Daily
☐	Communicate shift goals	Opening	Daily
☐	Check banks for change	Opening	Daily
☐	Ensure all guests exited	Closing	Daily
☐	Confirm closing sidework complete	Closing	Daily
☐	Ensure all staff clocked out	Closing	Daily
☐	Full restaurant walkthrough	Closing	Daily
☐	Verify areas clean and stocked	Closing	Daily
☐	Wipe down front bar	Closing	Daily
☐	Reset TVs	Closing	Daily
☐	Turn off TVs, music, lights	Closing	Daily
☐	Charge lamps and tea lights end of night	Closing	Daily
☐	Lock all entrances	Closing	Daily
☐	Charge iPads and close POS	Closing	Daily
☐	Submit shift report	Closing	Daily
☐	Send nightly manager log	Closing	Daily
☐	Arm alarm system	Closing	Daily
☐	Ensure checks closed	Closing	Daily
☐	Ensure shifts closed	Closing	Daily
☐	Molding in Bathroom door and next to bar clean	Closing	Daily
☐	Bathroom checked and cleaned	Closing	Daily

	Task	When	Freq
☐	No glassware or silverware in dish area	Closing	Daily
☐	Check gas line in kitchen make its turned off	Closing	Daily
☐	Ensure candles, fans, etc is off	Closing	Daily
	Task	When	Freq
☐	Restart TVs	Closing	Weekly
☐	Create wine order	Shift	Weekly
☐	Create spirit order	Shift	Weekly
☐	Create beer/soda order	Shift	Weekly
☐	Create dry goods order	Shift	Weekly
☐	Stock wine	Shift	Weekly
☐	Stock spirits	Shift	Weekly
☐	Stock beer/soda	Shift	Weekly
☐	Stock dry goods	Shift	Weekly
☐			
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