Server

	Task	When	Freq
☐	Wipe window sills	Opening	Daily
☐	Prepare rollups	Opening	Daily
☐	Sweep floors in section	Opening	Daily
☐	Clean and vacuum chairs/benches	Opening	Daily
☐	Set up coffee station	Opening	Daily
☐	Prepare bread station	Opening	Daily
☐	Polish silverware	Opening	Daily
☐	Set tables to standard	Opening	Daily
☐	Confirm napkins and rollups ready	Opening	Daily
☐	Ensure section clean and organized	Opening	Daily
☐	Review 86 list & specials	Opening	Daily
☐	Attend pre-shift	Opening	Daily
☐	Clean table lamps	Opening	Daily
☐	Maintain clean/stocked station	Shift	Daily
☐	Refill rollups and napkins	Shift	Daily
☐	Polish silverware during downtime	Shift	Daily
☐	Restock water and wine glasses	Shift	Daily
☐	Sweep minor spills	Shift	Daily
☐	Run food/drinks	Shift	Daily
☐	Clean window sills	Closing	Daily
☐	Prepare rollups	Closing	Daily
☐	Sweep floors	Closing	Daily
☐	Clean/vacuum chairs and benches	Closing	Daily
☐	Prepare two baskets of rollups	Closing	Daily
☐	Fold napkins	Closing	Daily
☐	Polish silverware	Closing	Daily
☐	Reset dining room layout	Closing	Daily
☐	Clean coffee station	Closing	Daily
☐	Clean bread station	Closing	Daily
☐	Check out with manager	Closing	Daily
	Task	When	Freq

☐	Run shift report	Closing	Daily
☐	Clock out after approval	Closing	Daily
☐	Clean table lamps	Closing	Daily
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