



*Chef de Pass*

Date:	
Done by:	Checked by:
Supervise the refilling of the condiments at the pass: Chili Flakes, butter, Soya sauce, ETC.	
Check all the bread baskets, if broken, loosen and proceed to fix them if needed	
Refill all the main courses plates (hot plates) if needed	
Refill the "clips" and sharing cutlery at the pass	
Ensure that Olive oil and balsamic vinegar are refilled and ready for the service	
Ensure there is Parmiggiano cheese for the service	
Check Jack stands cleanliness and safety, in case they are broken inform the manager on duty	
Make sure the Jack Trays are spotless clean and presentable for the service	
Keep black napkins folded at the pass (for the hot plates and hot stoves)	
Check that all the lighters are working perfectly / Refill the birthday candle if needed	
Check the expiry date of the lemon and prepare a new batch if needed for the lunch & dinner service on a clean stainless steel tray.	



**Opening Checklist**

Date:

<i>Chef de rang</i>	<i>Done by:</i>	<i>Main Rest</i>	<i>Pergola</i>	<i>1st Floor</i>	<i>Waiter</i>	<i>Done by:</i>	<i>Checked by:</i>
Turn on the P.O.S					Check the back of house and clean and organise everything.		
Double Check the alignment of the tables and fix the wobbling tables.					Make sure all is polished at the back		
Preparing the station from A-Z					Refill the stations in the restaurant and pergola		
Ironing the table cloth and placing them on the table according the standards					Wipe the baby chairs		
Checking the PDQ rolls machine and check there are enough staples in the staplers.					Checking all the printers rolls for the kitchen		
Place the full set up on the tables as per the standards					Clean all the ice buckets and stands		
Good layout for the cushions on the terrace.					Prepare mise en place for sharing cutleries.		
Check all chairs are clean of debris and crumbs double Check houseKeeping duties and do the necessary clean.					Preparing all the trays and stands for the floor		
Check if floor is cleaned of debris, ask the housekeeping to vaccum or sweep if necessary.					Make sure all the stations are refilled equally		
Folding napkins					Make sure all the sanitizers are allocated in each section		
Alignment of the curtains					Double check the cleanliness of the dumb waiter		
Turn the A/C accordingly					Check the 86 with the chef *Chef de pass*		
Take a look around, to check if everything is done					Folding napkins		
Check the plants pot and clean them from any cigarettes or dead leaves, ask the housekeeping if needed					Checking up the dish washer area		
Have a look on Dj Station					Take look around, to check if everything is done.		
Make sure we do have enough ashtrays for the lounge terrace.					Deep cleaning for the all the stations every Monday by removing everything from station up and down.		
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Double check the check-list



*Late Shift Check-list*

**Date:**

**Done by:**

**Main Rest**

**Pergola**

**1st Floor**

Refill tissue boxes and Refill sanitizers sprays

Check and Refill condiments in the station: Mayonaise, Ketchup, Mustard, Tabasco, ETC

Check and Refill the PDQ machine paper roll and check the paper roll in the printer

Check if the CC machine is charged, if no replace it.

Empty the trash bin in the stations

Clean the dust on the glassware shelves.

Refresh napkins and clean the trolley (Meat/Dessert) - Remember to keep extra napkins

Make sure there are enough wobbling wedges in the stations for the service

Assign somebody to fold extra napkins if needed - specially during weekend

Place the lamps accordingly on the table at 6:00Pm by using the trolley (empty the top of the trolley before placing them.)

Check the cushions, Line up the tables, chairs, Salt and pepper


Make sure the stations are full in each section



*Closing Check-list*

Date:

<b><i>Chef de rang</i></b>	<b><i>Done by:</i></b>	<b><i>Main Rest</i></b>	<b><i>Pergola</i></b>	<b><i>1st Floor</i></b>	<b><i>Waiter</i></b>	<b><i>Done by:</i></b>	<b><i>Checked by:</i></b>
Check and polish if needed all the glasses on the floor and place them on the side stations.					Check the back of house and clean and organise everyhting		
Remove all the set up on floor's table.					Make sure all plates, cutleries and glasses are polished		
Cover all the glasses with clean napkins					Count all linen, take photos of the count and share with Tihony.		
Remove all lamps and charge them at the Station.					Clean the bread basket and put in the bread station		
Put all CC machine to charge					Clean all the trays and wipe down the jack stands		
Remove the dirty napkins from the box (Pergola)					Refill the plate station		
Set the lights to Cleaning mood					Remove all jack stands from the restaurant		
Turn all P.O.S and the music off					Clean and wipe all olive oil and balsamic bottles		
Check that all waiters duties are completed and help with polishing if needed.					Salt and pepper cleaning and refilling (Sunday)		
Check that everything is done properly and fix the tables alignement					Double check everything has been done		
Clean and wipe all the salt and pepper and place them on the side station					Clean the balsamic bottle, by removing all balsamic from the bottle into a bowl, stir well to remove the acidity, then refill back the bottles. (EVERY SUNDAY)		
Check and fix all the tables allignment perfectly using a strain if needed.							
Clean and tide the store room					Clean the trolley (Meat/Dessert) and set up for the next shift		
Double check everything has been done					Clean all the used ice buckets		

	<p style="text-align: center;"><i>Service flow standards</i></p>
<p><b>Category</b></p>	
<p><b>Station</b></p>	<p>4 plates mise en place ready maximum by station</p> <p>No bottle of wine on the station</p> <p>Straight alignment of the table cloths/napkins/water&amp;wine glasses</p>
<p><b>Opening /late /closing duties</b></p>	<p>Duties to be clearly redefined and distributed by Waiter/CDR/Bar/Sommelier/Reception</p> <p>Organize the duties in order what first what last</p> <p>Update the duties sheet , plastify it . It should be ticked and signed by the person in charge of the department everyday</p> <p>Reorganize table set up create a line flow for everyone to follow</p> <p>1st floor and Pergola should be set the same way as restaurant area</p> <p>Assign specific timing for each duty</p>
<p><b>Service standards</b></p>	<p>How to circulate in the restaurant</p> <p>Where to stand during service</p> <p>Cross colleague by the right always</p> <p>BACKS or behind</p> <p>Table should be reset automatically until 11:30pm</p> <p>Staff break should be taken after 11pm ( 10 min Max) and covered by another colleague.</p> <p>No break taken after 30 min of the service opening time 1pm(lunch service) 8pm(dinner service)</p>
<p><b>Grooming</b></p>	<p>Uniform ironed</p> <p>Beard clean</p> <p>Jewelry: Branded jewels should stay on the locker, watches are allowed</p> <p>Hair tidy (Ladies hair should always be tight)</p> <p>Uniform should be respected as standards</p> <p>Always refreshing yourself while on break (Deodorants, perfum, brush ur teeth if necessary, fix ur hair)</p> <p>Short nails (Ladies nails should be short and color only nude or very light color)</p>
<p><b>Kitchen Liaise</b></p>	<p>Kitchen liaise should be mentioned during briefing</p> <p>1 to 3 manager/supervisor maximum</p>
<p><b>Quadrant System</b></p>	<p>Create list of the code use during service</p> <p>All the employees should use the same language to communicate through the system</p>
<p><b>Briefing</b></p>	<p>Guest sheet must be regulary updated and mentioned during the briefing</p> <p>Question should be asked about food but also circle of service and history of the restaurant</p>
<p><b>Training</b></p>	<p>Trainings must be followed as per the calendar</p>
<p><b>Reception</b></p>	<p>All the menu returned should be checked and cleaned one by one</p> <p>Receptionist should insure to say goodbye to everyone and should adapt her position accordingly</p>