

Part-Timer Checklist

To make sure the part-timers know the grooming standards and their roles

GROOMING

- ☐ HAIR (The hair is neat and tidy and follows the standards of Service Value 10)

Hair is neat and tidy and follows proper grooming standards as per Service Value 11

- ☐ SLEEVES (Rolled up and proper)

Sleeves are rolled up

- ☐ NAME TAG (attached correctly and visible)

Name tag is properly attached and correct

- ☐ TIE (is not loose and correctly knotted)

- ☐ SHOES (black and not tattered or broken)

- ☐ VEST & SHIRT (not stained and ironed)

- ☐ FACIAL HAIR (neatly kept or fully shaved)

- ☐ ACCESSORIES (not having too many bright or extravagant ornaments like Jewelry, bracelets, watches, rings and/or earrings)

- ☐ MASKS (Black)

REQUIRED

- ☐ SIGN IN & OUT (where to find the paper and how to sign in and out)

- ☐ FLOOR PLAN (to show the table numbers)

- ☐ PERSONAL BELONGINGS (the cabinet where they can keep their personal belongings)

PANTRY

- ☐ B7 (location of the store room and the keys)

- ☐ CONDEMN CLOTH (location and its use)

- ☐ CLEARING TRAYS (how to clear and segregate the Silverware, glassware and chinaware in correct racks for STWD)

- ☐ DIRTY LINEN (how to segregate the types of linen correctly)

- ☐ GLASS BOTTLES (how to dispose the empty glass bottles correctly)

- ☐ WINE & SPIRIT BOTTLES (where to keep the empty wine and spirit bottles on the side)

- ☐ BREAKAGES (how to dispose broken items in the correct bin and not the general trash)

- ☐ LINEN (how to fold the linen correctly and place them in the racks)

- ☐ WIPING (how to wipe the various glassware, chinaware and silverware for operation)

- ☐ SNACKS (how to prepare the snacks correctly and following proper hygiene standards)
- ☐ COFFEE AND TEA ORDERS (how to make basic coffee and tea orders and the condiments required)
- ☐ FRIDGE (location and what we have in it - ice tea condiments and milk)
- ☐ MADELINES (how to prepare)
- ☐ ORDER CHITS (what order chits go where depending on the time of day and to not throw any chits if they are not sure)
- ☐ BIBLE (location and it's use)
- ☐ CUTLERY CABINET (where we top up the cutleries we wipe)

FLOOR

- ☐ B1,B3 AND BAR CLEARING STATIONS (the area where all the trays with soiled linen and cutlery are kept)
- ☐ B1,B3 AND BAR SIDE STATIONS (where we top up the linen, Curley and the snacks for them during operation)
- ☐ B1,B3 AND LIVING ROOM WATER STATIONS (clearing empty jugs or carafes and topping them up with water)
- ☐ ORDERS (always handover the tray with the order to the floor staff and communicate all the information - like table number and any special notes to know)

Make and Share Free Checklists
checkli.com