

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)

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