

FOH OPENING CHECKLIST

Duties to open front of house

- Take down chairs from tables.
- Wipe down all tables.
- fill ice above soda machine ALL THE WAY FULL check throughout shift regularly
- Pooler Sweet Tea
check and stock throughout shift sweet tea, coffee, and ,untea.
- stock cups and straws and condiments by lobby soda machine in morning and throughout shift
- fill and stock for night crew before they leave includes ice machine, cups, condiments, straws , lids , ketchup, mayo.
- take out trash throughout shift in lobby and keep lobby swept and tables clean.
- always smile with your voice and be saying it's my pleasure when a guest say's thank you.
- check restrooms fill paper towel dispensers and toilet paper throughout shift and before we open...
- make Sweet Tea
- make coffee
- make Unsweet Tea
- Custard girl comes in get her area set up toppings out utensils out collunders out italian ice moved out front to holding freezer. get custard machine set up run sanitizer 2 times and start making custard
- custard girl can run food help register if needed with stocking but never gets on cashiers register unless aproved by management. can also help check restrooms and lobby throughout shift rotate with cashier please.