SERVER / BUSSER

CLOSING CHECKLIST

DUTIES:
Return tabletop items to server station –AM SHIFT: sugar caddies *only*
Wipe down table top and chairs
Straighten tables and chairs
Bring furniture back in from patio (if applicable)
Bring all dirty glassware and bus bins to dishwasher and re-stock server station with clean bus bin
Restock server station with Guest Checks, pens
Restock server station with folded napkins
Stack menus in neatly
Cover & store remaining ketchups/condiments in walk-in
Empty water jugs and bring to dishwasher
Empty Sanitation bucket and place dirty in laundry bag
AM SHIFT: empty/rinse and store coffee dispenser
Complete closeout and get approval from Manager before signing out