Floor Manager

OPENING // CLOSING CHECKLIST

OPENING:
Collect Hotel Update from Hotel front desk
Turn on Restaurant/Bar lights
Unlock doors to Patio access
Turn on Indoor Fireplace
Supervise staff's Breakfast Buffet equipment set-up (if applicable)
Check –In with Chef = report/questions/concerns/86 items/Specials/menu changes
Cross-check staff schedule with staff arrival
Ensure staff has begun Opening Duties in timely manner required for open
Read Manager Log from previous shift
Count and distribute Bar bank
POS programming: input any changes/block 86 items
* Conduct pre-shift meeting = 20-minutes from restaurant open
Inform staff of any change of floorplan so tables are setup properly (large party reservations, special event)
Check staff uniforms/dress code for cleanliness and presentation
Turn on music
Double check that all bus bins and service trash bins are empty and hidden from view
Assign server sections/tables
Final check: Bar / Server Stations / Restaurant Floor is ready for service

CLOSING:
Check for remaining Patio guests / cleared tables / furniture to be brought in=(DINNER only)
Lock doors to patio access before staff does money closeout (during CLOSED hours only)
Supervise staff closing duties
Check-In with Chef: report/questions/concerns
Manager Log entry: note # of guests and overall flow of business / incidents / Chef notes (if applicable) / 86 items / needed repairs
Supervise staff closeout process and double-check closeout sheets
Print POS report and staple to Manager Log entry
Secure Drop at Front Desk safe