**Department:** Food and Beverage

**Date:** June 2019

**Applies to:** All culinary and service team members

**Criteria:** Morning Breakfast Set-Up

**Purpose:** To stage the buffet and restaurant and have all tables and buffet prepared for the breakfast

The evening team will set up the breakfast buffet and the dining room for the morning shift so that the breakfast shift can focus on preparing food and beverage items and the restaurant for the 7am opening of the restaurant.

Therefore, during the evening shift, the restaurant PM shift will prepare breakfast set-ups for the tables in order to have them ready when the final guests depart the restaurant and then will set all inside tables accordingly.

Breakfast Table Set-Up

* Large Fork
* Large Knife
* Coffee spoon for coffee saucer
* Coffee cup and saucer
* Sugar caddy (one per table)
* Napkin

**Preliminary Side Work**

**Some restaurants are open 24 hours a day, while others are only open during specific hours. Whether you are opening the restaurant or relieving another waiter at shift change, you will have some preliminary side work. This typically involves determining which tables will be your responsibility for the day and checking them to make sure that they are ready to receive customers. If there are salt and pepper shakers, condiments or sugar containers on the table, you must ensure they are filled and clean. In restaurants that place silverware settings, cups or place mats on the table prior to the arrival of guests, you will need to check these also. Moving to the service area, you will need to make sure that you have ice, lemons, creamer, straws, extra silverware and anything else you will need to serve your customers. Coffee and tea might need to be brewed in time to serve your first customer.**

**Running Side Work**

**Running side work includes tasks that servers perform during their shifts. Depending on the restaurant, it might involve sweeping the dining room floor, restocking the service area or wiping down work counters. You might need to prepare more salad or slice pies if you begin to run low. In restaurants with a limited bus staff or during particularly busy times, you might have to retrieve clean glasses or silverware from the dishwashing area.**