**Department:** Food and Beverage

**Date:** July 2019

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

**Criteria:** Sidework

**Purpose:** To ensure that all tasks associated with running a smooth and efficient restaurant are completed on a daily and weekly basis.

**PRIOR TO THE COMPLETION OF YOUR SHIFT……**

A large part of a server’s shift duties will not only revolve around FOH (front of house) tasks, but also some BOH (back of house tasks) that will help us keep our restaurant running efficiently and smoothly.

Part of those duties will be to complete side-work in coordination with dishwash, the kitchen and bar.

It is imperative that we are always ready for business and that we maximize those opportunities. In order to capitalize on those opportunities, we have to be ready. And to be ready, we have to make sure that our operation is prepared. We do this by ensuring that our “mis-en-place” is ready and that everything is clean. So this means that we have to complete our side-work. Daily. Each shift.

The following is a list of side-work that will need to be completed daily: