

SERVER KARDU

SERVER DAILY CHECKLIST

TASKS	DATE						
	MON	TUE	WED	THU	FRI	SAT	SUN
Opening							
Turn on lights and music							
Arrange outside seating area							
Set tables for service							
Set up beverage station							
Arrange chairs and tables							
Vacuum floors							
Set up water's station							
Make sure all plates are polished							
Make sure service trays are clean							
Refill all condiments							
Restock disposable items							
Check if restrooms are cleaned							
Make sure bins are empty							
Refill laundry							
Throughout the Day							
Polish plates and cutlery							
Full napkins / change table linen							
Refill beverage station							
Refill condiments							
Restock disposable items							
Set tables for service							
Closing							
Polish cutlery							
Polish plates							
Clean and sanitize tables							
Clean and sanitize chairs							
Clean and sanitize service trays							
Clean and stock restrooms							
Flip chairs on top of tables							
Clean and sanitize bar handles							
Clean and sanitize chairs							
Sweep and mop the floor							
Dispose garbage and recycling							
Restock water's station							
Laundry napkins, table linen							
Report any breakages							

How to use this form
1. Fill in the date
2. Check off the tasks
3. Sign

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Restaurant Waitress Opening And Closing Checklist

DP Hallahan



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