

SHIFT CHANGE

NAME: _____

DATE: _____

To do (morning shift)	Cross out when out
Restock the fridges in both the inside and outside bar with milk, sodas, juice, beer and lemonade. While taking drinks from the back refill the fridges in there as well.	
Clean all the tables inside and outside. Make sure they are all wiped and disinfected	
Check if tables are closed in the system.	
If anything is near missing in the bar/dryroom, write it on the white boards.	
Check beer room if beer containers are empty and need to be restocked. Only restock if completely empty!	
Check reservations for the night and get ready for possible preorders. Put flags/highchairs by the tables who asked for it on reservations.	
When brunch is over put the juices back in the fridge.	
Check the toilets – Clean up the papers if ant at the floor, make sure there is enough toilet paper and hand towels. Brush inside toilet if needed.	
Change the playlist on spotify to the “Lunch” playlist.	
If there are clean glasses or cutlery in dishwashing area, move it to its designated place. Restock the stations with plates as well.	
Change candles on the tables and windows if they are out.	
Make sure all the salt and pepper containers are filled and placed on all the tables inside. Put plates on the tables inside as well unless its fantastic outside sitting weather.	
At 4.45 pm:	
To do Evening shift	
Remove the cakes from the counter (cookies are put in a box in the walk-in fridge. Croissants and cinnamon swirls are thrown out). Wipe the counter.	
Place the black ice container (the round one) with ice and canned sodas from the fridge in the back, on the counter. Put glasses next to it for self-service.	
Make two lemonades (elderflower + rhubarb) and place it on the counter. Only 1 (elderflower) if less than 10 reservations.	
Fill the hot water container and the filter coffee container and place it on the counter. Put a couple of small americano cups next to it for self-service.	
Place the tea containers on the counter.	

Bring the small wooden shelf/table out from the back and place it next to the espresso machine. Place wine/beer (small juice glasses) glasses on it for self-service. In case of many reservations, open up room 2 bar and fill up with glasses.	
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Notes:

- Don't ever put anything on the ground which later could go on a table or bar (Juice cartons, boxes, etc.)
- White ice showels can not be inside icebox or icemachine.
- Cake spoon can not be inside fridge.