







# Server Side Duty Checklist

Opening Servers:

*Jake, Megan*

## Opening Shift Responsibilities

Set tables

Polish cutlery

Make coffee

Roll ups

Wipe down booths and chairs

Make sure sugar and sweetener caddies are full

Make sure salt and pepper shakers are full

Ensure printer paper is full

Consolidate ketchup and other condiment bottles

Fill ice

Cut limes & lemons

Check washrooms

Manager Initials

# Server Side Duty Checklist

Mid-Shift Servers:

## Ongoing Shift Responsibilities

- Roll ups
- Stock sugar caddies
- Restock takeout containers
- Top up condiments
- Check restrooms
- Polish cutlery
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Manager Initials

# Server Side Duty Checklist

Closing Servers:

*Darwin*

## Closing Shift Responsibilities

Empty garbages & restock bags

Clean coffee machine

Clean soda machine

Put lime and lemon wedges in fridge

Clean out ice bin

Polish cutlery

Roll ups

Wipe down condiment bottles

Wipe down menus

Sanitize and wipe down tables

**Manager Initials**