**PM SERVER SIDEWORK 2024**

**OPENING SIDEWORK CLOSING SIDEWORK**

**(Must be completed prior to preservice) (Closing side work cannot be started prior to 8:45pm)**

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| **S1** | * Refill Ice-T pitchers

(server & cocktail station)* Brew Ice-T
* Cut Lemons
* Place charged candles in candle holder on all your tables
* Refill ice bin in server station

10 Chart: Normal opening side work 9 Chart: Normal opening side work + fold 25 white linen for server station Focus work: Keep Hutches 33,82 stocked with silverware | * **Before you start Rollups, stock forks in the server station**
* 1 rack of POLISHED pints to the server station or chalk board stocking area
* Polish 100 forks & knifes
* 100 roll-ups
* Clean up the back roll-up area: Put away whiteboard, clean employee food & drink, put away any leftover linens from your station.
* After roll-ups – Polish 1 blue rack of silverware & place polished silverware in gray silverware tray in back 80s
* Polish 8 wine glasses
* Remove all batteries from fly fans and re-charge them in managers office
* Sanitize all fly fans
* Wipe inside server terminal screens
* Collect all candles from your section and return to charger
* Collect all candle holders from your section and place on tray on Chef’s counter
* Collect all inside water pitchers and take them to dish pit, WIPE down each watcher pitcher tray and leave at labeled locations.

10 Chart: 125 paper roll-ups + regular side work + clear all remaining cups on black cabinet by managers office. 9 Chart: 150 paper roll-ups + regular side work  |
| **S2** | * Run full racks of glassware to the bar
* Restock outside hutch with polished silverware & chopsticks, B&B plates, Keiki cups and to-go supplies
* Empty all server station hutches rubbish
* Polish 6 wine glasses
* Place charged candles in candle holder on all your tables

10 Chart: Normal opening side work 9 Chart: Normal opening side work + Restock coffee cups, creamer dishes, and saucers Focus work: Keep Hutches Outside, 36 & 77 stocked with polished silverware | * **Before you start your sidework, do a lap of pre-bussing around the restaurant.**
* 1 rack of pints to the cocktail station
* Polish 100 forks & knifes
* 100 roll-ups
* Clean up the back roll-up area: Put away whiteboard, clean employee food & drink, put away any leftover linens from your station.
* After roll-ups – Polish 1 blue rack of silverware & place polished silverware in gray silverware tray in back 80s
* Polish 8 wine glasses
* Clean & organize under the ice/sink in the server station
* Collect all candles from your section and return to charger
* Remove all personal food & drinks out of the keg room

10 Chart: 125 roll ups + regular side work + Clean up the back roll-up area: Put away whiteboard, clean employee food & drink, put away any leftover linens from your station.9 Chart: 150 roll ups + regular side work + After roll-ups – Polish 1 blue rack of silverware & place polished silverware in gray silverware tray in back 80s |
|  | OPENING SIDEWORK(Must be completed prior to preservice)  | CLOSING SIDEWORK(Closing side work cannot be started prior to 8:45pm) |
| **S3** | * Refill coffees (decaf & regular grinds and beans)
* Restock soap & 4 paper towels at the main BOH sink
* Fold 25 white linens for server station
* Place charged candles in candle holder on all your tables

10 Chart: Normal opening side work 9 Chart: Normal opening side work + Refill check presenters with comment cardsFocus work: Fill ice, water pitchers, pints & keiki cups | * **Before your start rollups, refill inside water pitchers.**
* 1 rack of POLISHED pints to the server station or chalk board stocking area
* Polish 100 forks & knifes
* 100 roll-ups
* Clean up the back roll-up area: Put away whiteboard, clean employee food & drink, put away any leftover linens from your station.
* After roll-ups – Polish 1 blue rack of silverware & place polished silverware in gray silverware tray in back 80s
* Polish 8 wine glasses
* Collect all candles from your section and return to charger
* Organize linens, roll-ups bins & to-go supplies in the back roll-up storage area. Make sure walkway and area is free of debris off floor and neatly stacked in the correct areas

10 Chart: 125 roll ups + regular side work + Clean up the back roll up area; put away whiteboard, clean employee food and drinks, put away leftover linens from your station. 9 Chart: 150 roll ups + regular side work  |
| **S4** | * Restock server station with polished French presses, coffee, mugs, saucers, bone/lemon bowls and wine chillers (2 wine chillers should be in the server fridge)
* Stock fridge (2 milk, 2 creamers, mayo, wasabi, and tartar sauce) \*\*\*\*ONE week expiration – everything must be labeled and dated
* Place charged candles in candle holder on all your tables

10 Chart: Normal opening side work 9 Chat: Normal opening side work + Refill sugars (white, brown, green, and tea bags) Focus work: Polish silverware & distribute to 4 gray bins for roll-ups (S1 & S2 to distribute the polished silverware to floor as needed) | * **Before you start side work, stock small spoons in server station and refill ice bin in the server station.**
* 1 rack of POLISHED pints to the server station or chalk board stocking area
* Polish 100 forks & knifes
* 100 roll-ups
* Clean up the back roll-up area: Put away whiteboard, clean employee food & drink, put away any leftover linens from your station.
* After roll-ups – Polish 1 blue rack of silverware & place polished silverware in gray silverware tray in back 80s
* Polish 8 wine glasses
* Break down outside server hutch: wipe terminal, empty trash, put new trash bag, lock up terminal and put down shade.
* Collect all candles from your section and return to charger
* Collect all candle holders from your section and place on tray on Chef’s counter
* Collect outside water pitchers and bring them to dish pit, WIPE down each watcher pitcher tray and leave at labeled locations.
* Collect dust pans, brooms, sanitation buckets, rags

10 Chart: 125 roll ups + regular side work 9 Chart: 150 roll ups + regular side work + Clean up the back roll-up area: Put away whiteboard, clean employee food & drink, put away any leftover linens from your station. |
|  | OPENING SIDEWORK(Must be completed prior to preservice)  | CLOSING SIDEWORK(Closing side work cannot be started prior to 8:45pm) |
| **S5** | * Restock server station with pints
* Refill water pitchers
* Stock hutch by table 77 with silverware
* Place charged candles in candle holder on all your tables

10 Chart: Normal opening side work 9 Chart: Normal opening side work + Polish 50 knives and forks Focus work: Fill ice, water pitchers, pints & keiki cups | * **Before you start Rollups, stock coffee plates and bone bowls in server station.**
* 1 rack of POLISHED pints to the server station or chalk board stocking area
* Polish 100 forks & knifes
* 100 roll-ups
* Clean up the back roll-up area: Put away whiteboard, clean employee food & drink, put away any leftover linens from your station.
* After roll-ups – Polish 1 blue rack of silverware & place polished silverware in gray silverware tray in back 80s
* Polish 8 wine glasses
* Empty all 4 trash can bins at each server hutch
* Collect all candles from your section and return to charger
* Collect all candle holders from your section and place on tray on Chef’s counter
* Check lockers & remove all leftover food & drinks

10 Chart: 125 roll ups + regular side work 9 Chart: 150 roll ups + regular side work + clear all remaining cups on black cabinet by managers office. |
| **S6****Lead** | * Keiki cups & lids
* Restock to-go (large/small boxes, bags, straws, to-go cutlery, straws)
* Place charged candles in candle holder on all your tables

10 Chart: Normal opening side work 9 Chart: Normal opening side work + Polish 50 knives and forks Focus work: Polish B&B plates and place by chalk board for distribution. If on 7 or 6 chart please help focus on S8’s focus work**LEADS: Physically check that the following sections have completed opening side work: 7,8,9,11** | * Sanitize the entire chef’s counter
* Make sure that all chairs are uniform in the dining room (same colors/style at each table)
* Polish any remaining B&B plates to the chalkboard stocking area & restock hutches with polished plates
* Bring in all signs from outside and place by table 53
* Wipe tops of wooden banquets (70s, 80s, 54 & 56)
* Take off and soak all condiment lids in hot water. Wipe condiment bottles/lids/etc.
* Wipe off the shelf and organize condiments, bringing them all to par (make sure that when grabbing extra condiments that dry storage remains clean & organized)
* Dump/Wash/Return Ice-T machine
* Collect any remaining menus in the dining room and return to greet stand
* Crumb dining room chairs and benches
* Collect all candles from your section and return to charger

10 Chart: regular side work 9 Chart: regular side work **LEADS: Physically check that the following sections have completed opening side work: 7,8,9,11** |
|  | OPENING SIDEWORK(Must be completed prior to preservice)  | CLOSING SIDEWORK(Closing side work cannot be started prior to 8:45pm) |
| **S7** | * Pizza Boxes (20 server station, 10 to pizza chefs)
* Preform a men’s & women’s bathroom check
* Take clean pint racks to PM stocker that are available
* Place charged candles in candle holder on all your tables

10 Chart: Normal side work 9 Chart: Normal side work + sanitize and clean all check presenters and redistribute Focus work: Fill ice, water pitchers, pints & keiki cups | * **Before you start roll ups, restock coffee cups and creamers.**
* 1 rack of POLISHED pints to the server station or chalk board stocking area
* Polish 100 forks & knifes
* 100 roll-ups
* Clean up the back roll-up area: Put away whiteboard, clean employee food & drink, put away any leftover linens from your station.
* After roll-ups – Polish 1 blue rack of silverware & place polished silverware in gray silverware tray in back 80s
* Polish 8 wine glasses
* Wipe highchairs & clip all buckle upon cleaning. Highchairs should be in 2 stacks
* Collect all candles from your section and return to charger
* Clear all remaining cups on black cabinet by manger office & dust off 77 server shelves
* Clean out all food or debris from both prep sinks
* Double check that there are no condiments in roll-up areas

10 Chart: 125 roll ups + regular side work 9 Chart: 150 roll ups + regular side work  |
| **S8 Lead**  | * Fold 10 black & 25 white linens then distribute to hutches
* Place charged candles in candle holder on all your tables

10 Chart: Normal side work 9 Chart: Normal side work + re stock server hutch 33 with polished plates, silverware, keiki cups, and to-go supplies. Focus work: Polish B&B plates and place by chalk board for distribution. If on 7 or 6 chart please help focus on S8’s focus work**LEADS: Physically check that the following sections have completed opening side work: 1,2,3,4,10** | * Change out napkin liens in all 3 tray/menu holders. Put soiled linen into linen bags
* Take any remaining water pitchers to dish pit
* Restock polished steak knives and spoons to the server/runner station from dish pit
* Collect ALL trays and take to the dish pit
* Empty ALL red sanitizing bucket (including greet stand) and place under server station sink. Please put all rags into the linen bag.
* Burn the ice in server station
* Sanitize all check presenters and distribute (if applicable please stuff with comment cards)
* Restock all terminals with 2 rolls of thermal paper & 4 captain pads (get from manager)
* Collect all candles from your section and return to charger
* Refill Parmesan & Pepper Shakers. Place all parmesan shakers in the server station fridge

10 Chart: regular side work 9 Chart: regular side work * **LEADS: Physically check that the following sections have completed opening side work: 1,2,3,4,10**
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|  | OPENING SIDEWORK(Must be completed prior to preservice) | CLOSING SIDEWORK(Closing side work cannot be started prior to 8:45pm) |
| **S9** | * Sanitize check presenters at each server station & distribute
* Restock hutch 36 with polished silverware, B&B plates, keiki cups & lids, straws and to-go supplies
* Restock hutch 33 with polished silverware, B&B plates, keiki cups & lids, straws and to-go supplies
* Place charged candles in candle holder on all your tables

10 Chart: Normal side work Focus work: Polish silverware & distribute to 4 gray bins for roll-ups (S1 & S2 to distribute the polished silverware to floor as needed) | * Restock to-go: Boxes, bags, soup containers and lids
* Keiki Cups, lids, and straws
* Restock black to-go shelf: silverware, to go ramekins, chopsticks, and straws
* Stock Pizza Boxes: 20 server station, 10 pizza bar for pizza chefs
* Restock server station from dish pit: French presses, coffee, mugs, creamers, saucers, bone/lemon bowls, and wine chillers
* Wipe/refill orange S&P grinders, make sure there is back up salt & pepper shakers
* Clean coffee grinder & refill beans
* Refill deli cups of sugar packets & sugar caddies
* Clean & Organize server fridge: lids on properly, no silver ware in containers, milk & creamers on bottom level, butter pan clean
* Wipe down stainless steel in server station including sink area & run stainless steel lid for the ice bin through the dish pit and return it to the ice bin
* Collect all candles from your section and return to charger
* Collect all candle holders from your section and place on tray on Chef’s counter

10 Chart: regular side work 9 Chart: regular side work + clear all remaining cups on black cabinet by managers office.**WEDNESDAY NIGHT: Empty all Parmesan & Pepper Shakers. Run all shakers through the dish pit and return to service station to dry overnight.**  |
| **S10** | * Sanitize check presenters at each server station & distribute
* Re-fil check presenters with comment cards
* Refill sugars (white, brown, green) & the tea bags

 Focus work: Fill ice, water pitchers, pints & keiki cups | * **Before you start your side work, do a lap of pre bussing around the restaurant.**
* 1 rack of POLISHED pints to the server station or chalk board stocking area
* Polish 100 forks & knifes
* 100 roll-ups
* Clean up the back roll-up area: Put away whiteboard, clean employee food & drink, put away any leftover linens from your station.
* After roll-ups – Polish 1 blue rack of silverware & place polished silverware in gray silverware tray in back 80s
* Polish 8 wine glasses

9 Chart: 150 roll ups + regular side work  |
| **S11** | * Update Expo 86 boards
* Set up pie station with polished forks
* Refill water pitchers
* Check ice

Focus work: Fill ice, water pitchers, pints & keiki cups | * **Before you start your side work, do a lap of pre bussing around the restaurant.**
* 1 rack of POLISHED pints to the server station or chalk board stocking area
* Polish 100 forks & knifes
* 100 roll-ups
* Clean up the back roll-up area: Put away whiteboard, clean employee food & drink, put away any leftover linens from your station.
* After roll-ups – Polish 1 blue rack of silverware & place polished silverware in gray silverware tray in back 80s
* CLEAN AND WIPE EXPO 86 BOARDS

9 Chart: 150 roll ups + regular side work  |
| **S12** | * Restock coffee cups, creamer dishes, and saucers
* Polish 100 forks & knifes
* 100 roll-ups
* Upon completion show to MOD. Must be completed by 3:30pm
* Place charged candles in candle holder on all your tables

Focus work: Fill ice, water pitchers, pints & keiki cups | * **Before you start your glassware, divvy up 5 piles of silverware (no need to polish) for everyone who is rolling. Can start at 8:30.**
* 1 rack of POLISHED pints to the server station or chalk board stocking area
* Polish 8 wine glasses
* Collect all candles from your section and return to charger
* Upon being cut from the floor by PM MOD; Please evenly distribute 100 knifes/forks to each station doing roll-up. (Be sure that there is enough silverware actively on the floor)
* Be sure to polish the silverware prior to distributing
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