**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 cards  Focus 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** | |
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| **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** | |
|  | 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 |