



SERVER SIDEWORK CHECKLIST

OPENING TASKS

- Unstack chairs from tables
- Ensure dining room looks tidy
- Wipe down surfaces
- Wipe off menus
- Clean windows
- Check bathroom cleanliness
- Dust room fans
- Check table condiments and/or condiment station
- Check drink station for cups, lids, and straws
- Prep bar garnishes like lemon and lime wedges
- Make coffee and iced teas
- Unload clean dishes and place them in appropriate stations
- Light table candles and votives
- Set up outdoor tables (if applicable)
- Assist in kitchen prep work

RUNNING TASKS

- Wipe down tables after each guest
- Wipe down booths and chairs if noticeably dirty
- Clean highchairs and boosters
- Push in chairs
- Set tables for next guest
- Tidy up menus
- Wipe down counters to remove cup rings and spills
- Replenish table condiments, salt, pepper, and sweeteners
- Restock napkin dispensers
- Restock drink stations
- Refill ice stations
- Place dirty tablecloths, cloth napkins, and dirty aprons in laundry bins
- Restock bathrooms with paper products
- Take inventory and alert management when products run low
- Ask other stations if they require assistance

END OF SHIFT TASKS

- Clean tables in your section
- Sweep floors under your tables and booths
- Clean crumb catchers
- Roll flatware in napkins
- Remove any visible trash from dining room floor
- Ask manager/shift leader to approve the cleanliness of your section
- Restock low salad and buffet stations (if applicable)
- Ensure dessert case is stocked
- Restock low condiments and napkins
- Put away clean dishes
- Push in chairs
- Load dishwasher with dirty dishes
- Check with other stations if they require assistance

CLOSING TASKS

- Extinguish table candles and votives
- Wipe down tables
- Wipe chairs and booths
- Stack chairs on tables
- Sweep the floor
- Vacuum dining room
- Sanitize TV remotes
- Label and refrigerate any remaining prep ingredients
- Clean and sanitize restrooms
- Close outdoor umbrellas
- Bring in outdoor tables and chairs
- Lock up liquor
- Empty and wash coffee and iced tea carafes
- Clean dessert case
- Clean salad bar
- Clean around POS areas
- Reconcile the register with POS system
- Load dishwasher
- Close windows
- Turn off the lights
- Set alarm system
- Lock up restaurant