

## House of Hope- Volunteer Work Plan- Revision 9/30/13

**Getting Started:** Volunteers work typically from 10a-2p. We open the doors 11a-1p. We will have a Daily Manager's Briefing between 10:15a & 10:30a in the Blue Dining Room.

During this meeting we will go over the Daily Specials, Soups, Desserts and info, and assign duties for the day. *Occasionally we have extra bread, milk, etc... and may have those to give out to our guests at the HOSTESS STATION.*

- If this is the first day of a new groups time to volunteer, we will assign duties for a Head Waiter/Waitress who will lead the front of house, and they will assist our HHOH Program Manager, John Steve, in filling out the Daily Manager's Sheet and assigning the front of house roles for PRE and POST work and coordinating our volunteers. *If members of your volunteer team have Waiting experience, Kitchen, Dish Line Experience, whether prep or grill, please let us know, as we would be glad to give them an opportunity to serve in one of these areas.*
- If this is day 2+, you may go ahead and begin PRE-WORK before the briefing, but we will pause for the briefing. If this is your first day to help, but not your groups, your Head Waiter/Waitress can do a personal briefing with new volunteers to get them up to speed.
- If there is PRE-SERVICE SIDE work that needs to be done, you can go ahead and begin that pre-work, but please stay clear of the kitchen team as there are a lot of detailed line prep things taking place and it is important for them to be able to stay focused on the final food prep before the Daily Manager's Briefing.

At 1:00 pm the Head Waiter/Waitress will take all of the volunteers' orders and turn them in as one order. We eat together in the Blue Room, and after lunch we will finish our POST-SERVICE work.

Each day there will be items, due to food service rules, that can't be used again. These items will be available for volunteers to take home, and we will let you know during our lunch time what items those are for the day.

**Please remember our main goal is to provide a loving, hope-filled & blessed dining experience for all of our guests.** We provide an envelope on the table. Our guests are invited to pay what they can. The typical cost of the items are on the table stand. We see guests put nothing, some put \$1, and some have put \$100's of dollars. We simply put this in the LORD'S HANDS, and treat each guest as if we were waiting on the LORD Himself.

*Please remember that our guests in the front Café (Red Dining room) can hear conversation in the Blue Dining Room, so please always remember we are serving the LORD, so act and speak appropriately.*



## **HEAD WAITER/WAITRESS-TEAM LEADER:**

### **Pre-Work:**

- Meet with John Steve- HHOH Program Manager to make service plan and assignments and begin the daily sheet.
- Assign volunteers to the Waiters/Waitresses color-coded stations and to the other work areas. Each waiter/waitress, in addition to their tables, can be assigned the Soup, Tea or Condiment Station for additional Pre and Post Work Assignments. If there are sufficient volunteers, (10 or more) you can serve as a non-waiting team leader. If you have 9 or less, you can assign waiters/waitresses to a 3-5 station wait plan including yourself.
- The Wait Stations are color coded: Yellow, Orange, Red on a 3 man-station, with Green added for a 4 man-station and Blue added for a 5 man station.
- If your numbers are short you can dual assign them to the secondary stations: Tea Station, Condiment Station & Soup Station. You will also need a Bus Station Leader and Hostess Station leader. If you have a full team, you can assign waiters to the wait station and put additional volunteers at the Tea, Condiment and Soup Station to facilitate the serve.
- You are also responsible as *The Head Waiter/Waitress to prepare the BLUE DINING ROOM TABLES for service. If we have an overflow need we will cut the front wait team from a 5 or 4 station plan to a 4 or 3 station plan with the Head Waitress taking the entire BLUE ROOM as THE NEW BLUE ZONE!*
- Please review all of the areas for readiness at 10:55a prior to doors opening and offer additional support for areas not ready for service.

### **Post-Work:**

- Take all volunteer lunch orders to be turned in at 1:00p to the Kitchen Leader. Please check in advance of taking to see if we are 86 on any items or short as to certain things. We might tell you there are only so many orders of X or Y available, or there is no more Z left. Also, check what soups and desserts are left. Please take this into consideration as you put your order together.
- Please make sure your waiting area has its post-service work completed. Please make sure the BLUE DINING ROOM is cleared.
- Also, check all areas before excusing the volunteer, and if a volunteer has to leave, make sure their post-work is assigned to someone else to complete.
- Please work with John Steve, HHOH Program Director to complete the Daily Manager's Sheet.

## **ALL WAITER/WAITRESS TEAM MEMBERS:**

**Pre-Work:** Make sure your station and tables are clean and ready for service at 11a.

**Post-Work:** Make sure your tables and chairs are wiped. Fill all sugar caddies and salt & pepper shakers. Make sure you sweep up your area. Finally, work with all waiters to roll enough silverware for the next day. We like to have at least **150 rolls** of silverware prepared at the end of each shift for the next day.

## **HOST GREETER STATION:**

### **Pre-Work:**

- Make sure the front foyer is organized, clean and ready for our guests.
- You are also responsible to make sure high chairs are clean and brought to tables with children.
- Please inspect the front door, main windows and clean & wipe if needed.
- Also make sure all 4 bathrooms are checked for preparedness, both men and women's in the Blue Dining room and the Back entrance hallway. The supplies can be found in the dry good supply room in the back hallway near the walk-in freezers.
- If there is a special give-away today, make sure and bring them up to give our guests on their departure.
- Also make sure the front and rear-doors are opened for our 11a beginning.
- It is important for you to know what we are serving for today's service, and be able to explain how the program works and how contributions can be made and where they are to be deposited.

### **Post-Work:**

- Make sure the front and rear doors are locked at 1pm and please wait for any guests that are not finished to assist in their departure.
- Make sure the front foyer is in good order and clean.
- Make sure high chairs are clean and ready for tomorrow.
- Please check all 4 bathrooms and prepare for tomorrow, reporting any major repair issues or supply shortages to our Program Manager- John Steve.
- Return any unused give-away to the storeroom or walk-in.

## **TEA STATION:**

### **Pre-Work:**

- Make tea, lemonade, water and coffee/decaf coffee. We use the previous day tea/lemonade containers first and then the bigger dispensers second.
- Tea is sweetened with simple syrup which we prepare 1 to 1. 1 cup sugar to 1 cup water and heated until dissolved. We will have syrup in the prep-table and walk-in.
- If milk is in supply, please bring up for use and place in ice.
- Get pitchers ready.
- Make sure supplies are stocked.
- Make sure you have a bottle marked KITCHEN SANITIZER ready with towels to use for both the TEA and SOUP station sanitation. *We can show you how to fill those bottles with our cleaning system. We use the sanitizer called Multi-Quat which is on the 3 pot sink or it is also the cleaner marked B- in the janitor closet near the walk-ins. Simply fill the bottle with this solution.*

### **Post-Work:**

- Move excess tea & lemonade to storage containers and put in Walk-in. Clean pots and dispensers and clean coffee pots and area around. Refill any supplies.
- Replace simple syrup if needed. Speak to the kitchen manager about the process of preparing and storing.

## **SOUP STATION:**

### **Pre-Work:**

- Make sure soup warmers have adequate water underneath, as they are double boilers. Make sure soups are on the line and there are ladles. Also, make sure there are spoons and please make sure they are stirred from the bottom occasionally through the shift. Make sure the bowls are in place and clean and ready for use.
- If we are having any bonus side salad, make sure it is on the side table and if a cold salad, in an ice-bath with utensils, if needed.
- If we are offering Ice Cream for the day, make sure that we have an ice cream scoop with a clear water pan for it at the cooler and that ice-cream has been brought up from the walk-in freezer to the deep freeze in the kitchen.
- Make sure you have a bottle marked KITCHEN SANITIZER ready with towels to use for both the TEA and SOUP station sanitation. *We can show you how to fill those bottles with our cleaning system. We use the sanitizer called Multi-Quat which is on the 3 pot sink or it is also the cleaner marked B- in the janitor closet near the walk-ins. Simply fill the bottle with this solution.*

### **Post-Work:**

- Remove Soups from heat for cool down.
- Clean soup station.
- If the Soup is on its last ride, please put excess in take-home cups with lids and mark with type and date and place on the prep-fridge for take-home of our volunteers.
- If the Soup is able to be served again- please let cool until end of your shift. Cover with foil—can't cover with plastic wrap until cool—and indicate type and date before putting in the walk-in fridge.

## **CONDIMENT SERVER STATION:**

### **Pre-Work:**

- Get glasses & pitchers ready.
- Get ice scoop and holder ready.
- Check to make sure ice machine is in good order.
- Put bus tubs out on rolling cart.
- Get bucket and towels out for cleaning tables.
- Make sure you have a bottle marked DINING SANITIZER ready. *We can show you how to fill those bottles with our cleaning system. We use the sanitizer called Multi-Quat which is on the 3 pot sink or it is also the cleaner marked B- in the janitor closet near the walk-ins. Simply fill the bottle with this solution.*
- Make sure ketchup, mustard, mayo, sugar and other items are ready at the condiment server station.
- If available, restock soup crackers or ready bread baskets for service.

### **Post-Work:**

- Make sure all glasses and pitchers are cleaned and restocked.
- Clear the condiment table and reorganize for tomorrow's service.
- Make sure silverware is restocked in the Tea Station for all the waiters when it is time to roll silverware for the next day, at the end of shift.
- Restock Soup Crackers and/or Empty Bread Baskets if available.

## **TABLE BUS STATION:**

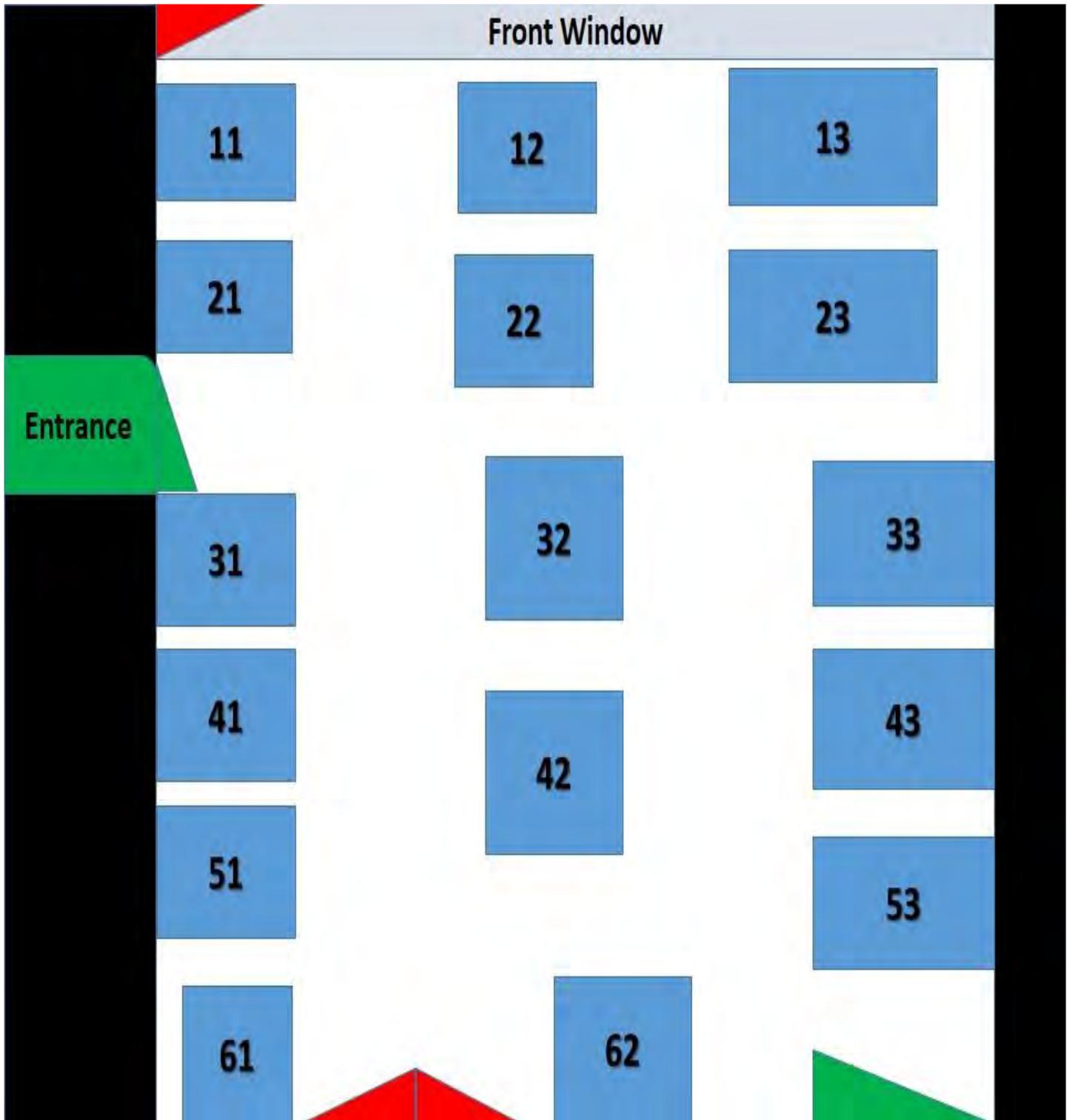
### **Pre-Work:**

- Get Bus Cart set up with bus tubs to hold dishes and buckets for emptying glasses and plates.
- Make sure you have rags for wiping the tables and that you have a bottle of Dining Room Sanitizer. It should be marked DINING SANITIZER ready. *We can show you how to fill those bottles with our cleaning system. We use the sanitizer called Multi-Quat which is on the 3 pot sink or it is also the cleaner marked B- in the janitor closet near the walk-ins. Simply fill the bottle with this solution.*
- Please pre-scrape and dump dishes before taking to the back and putting on the dish line.
- Please clear tables when guests leave and assist the waiter/waitresses. Also, you can help waiters and waitresses by clearing a dirty plate when a guest is through. A good waiter/waitress/bus never walks past an empty dirty plate without offering to clear it.
- As the work flows, please take your loaded carts back to the dish line.

### **Post-Work:**

- Please work to clear all tables.
- Remind the Waiters & Waitresses they need to fill shakers and sugar caddies.
- After all dishes are cleared, please go back on the DISH-LINE and work with the DISH TEAM to clear all dishes out of the system.
- Reset your cart for the next day, making sure all is clean and ready for our next dinner service.

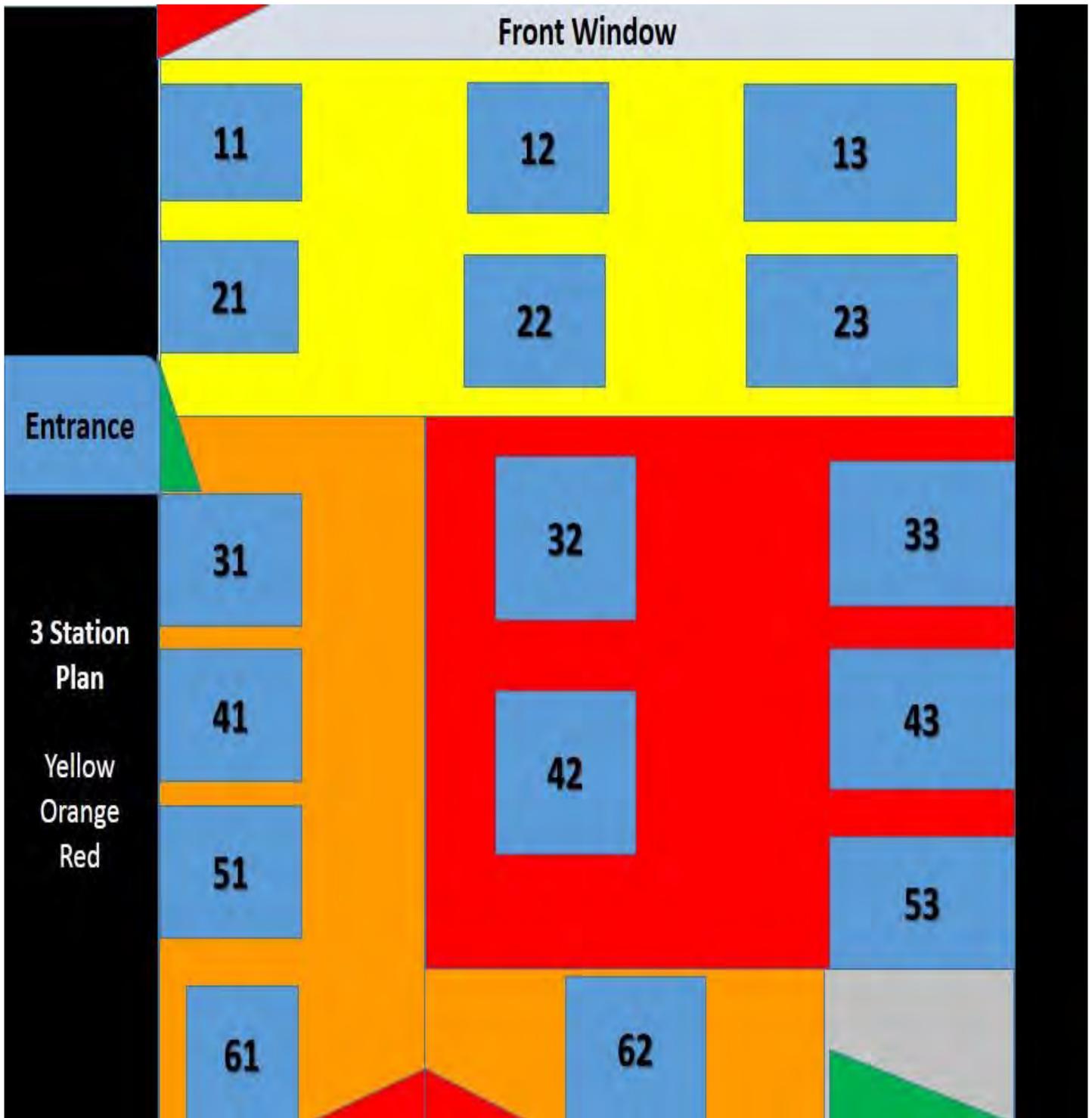
# RED DINING ROOM SEATING PLAN



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# RED DINING ROOM SEATING PLAN

## 3-Station Plan



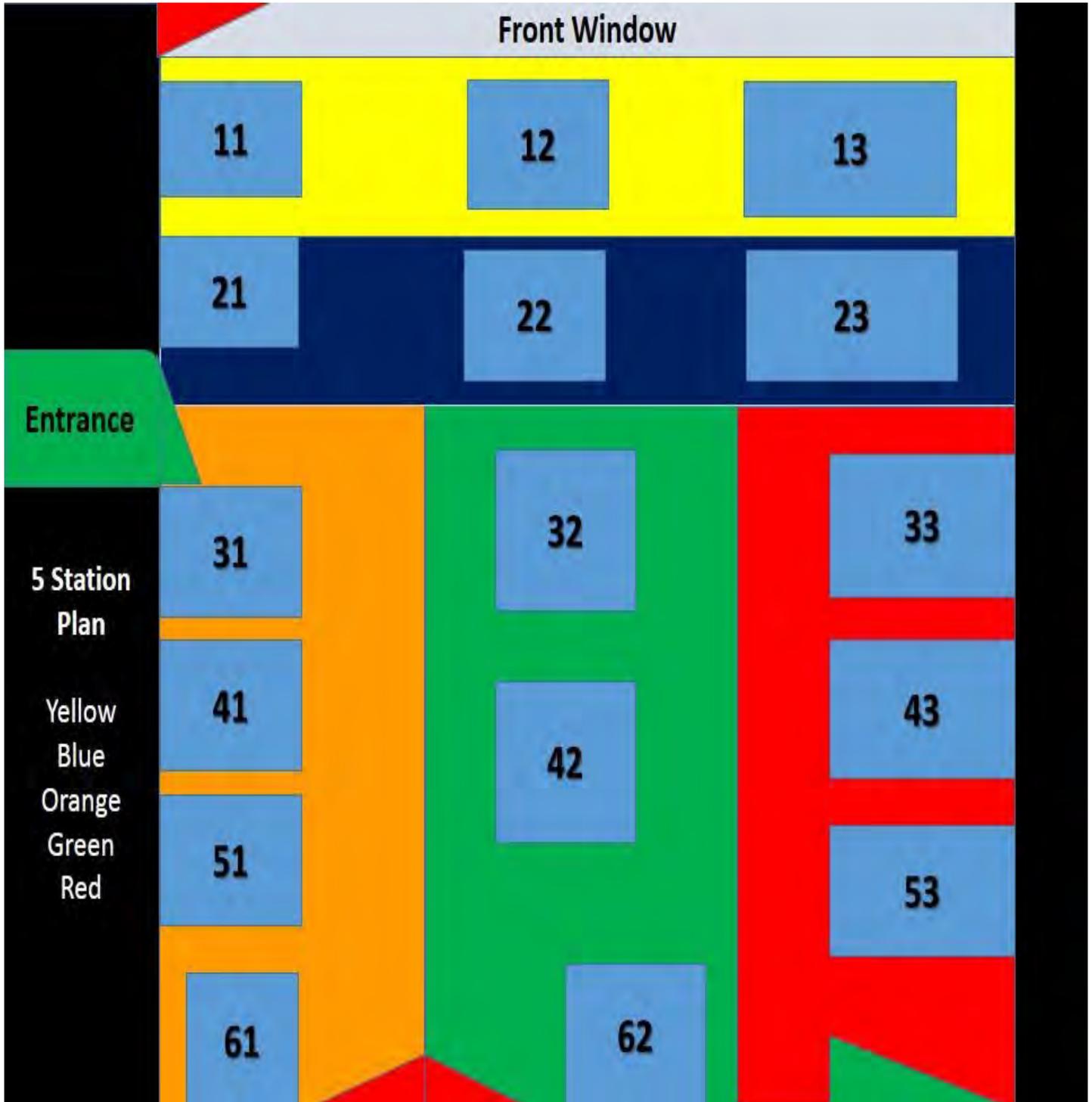
# RED DINING ROOM SEATING PLAN

## 4-Station Plan



# RED DINING ROOM SEATING PLAN

## 5-Station Plan



## HOUSE OF HOPE- DAILY MANAGER'S SHEET

Date: \_\_\_\_\_

Volunteers arrive at 10AM/Volunteers meeting & prayer at 10:15-10:30a/ Prep begins at 10:30a

Menu:	Quantity Sold
Broth Soup (S1): _____	_____
Specialty Soup (S2):- _____	_____
Regular Sandwiches: PB&J (PBJ) _____ Grilled Cheese (GC) _____	____/____
Special Sandwiches: (SS1) _____ (SS2) _____	____/____
Blue Plate Special: (BPL)	_____
Protein: _____ Side: _____	
Vegetable: _____ Xtras: _____	
Dessert: _____	_____

HEAD WAITER/WAITRESS: \_\_\_\_\_ HOST GREETER STATION: \_\_\_\_\_

TEA STATION: \_\_\_\_\_ SOUP STATION: \_\_\_\_\_

CONDIMENT SERVER STATION: \_\_\_\_\_ BUS STATION: \_\_\_\_\_

KITCHEN LEADER: \_\_\_\_\_ BLUE PLATE EXPEDITER: \_\_\_\_\_

GRILL LINE LEADER: \_\_\_\_\_ Assistant Grill/Fry: \_\_\_\_\_

DISH LINE LEADER: \_\_\_\_\_ PREP AREA LEADER: \_\_\_\_\_

CUSTODIAL LEADER: \_\_\_\_\_ MISC- \_\_\_\_\_

WAITER AREA ASSIGNMENT: EACH DOES OWN TABLE PREP, IN ADDITION TO ABOVE STATION ASSIGNMENTS.		
5-Person Station	4-Person Station	3-Person Station
Yellow Station: _____	_____	_____
Blue Station: _____	_____	_____
Orange Station: _____	_____	_____
Green Station: _____	_____	_____
Red Station: _____	_____	_____

ORGANIZATIONS SENDING VOLUNTEERS: \_\_\_\_\_ Number of Volunteers: \_\_\_\_\_

DOORS Open at 11a/Volunteers can eat at 1p/Post-Service Work 1:30p

Dollars Received Today: _____	Other Donations: _____	Total Sent Deposit: _____
Number of Clients Served Today: _____	Number of Volunteers Served Today: _____	Total Meals: _____
Counter Signature: _____	Verifier Signature: _____	

**VOLUNTEER SIGN IN:**

**Name**

**Phone**

**Email**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

**9.**

**10.**

**11.**

**12.**

**13.**

**14.**

**15.**

Special Remarks, notes, injuries, misc. notes:

## OPENING CHECK LIST

- Turn on the GRILL LINE EXHAUST fans- switch 5 & 6. We wash the vents at the end of each week, make sure they are put back in on Monday before starting the Exhaust.
- Turn on the stoves. On the Vulcan Range- set the left oven to 350 Degrees. This is used for baking and cooking items like our main dishes and desserts. Turn the right oven to 250 Degrees. This is used for warming and pan-steaming our vegetables and also for a HOLDING OVEN.
- Turn on the Convection oven to COOK, and set it to 350 degrees and put the fan on high for preheating. This facilitates preheating it up. Adjust to Convection oven cooking plan when you get to loading the oven.
- Turn the left-fryer bank on so it will be ready for use.
- Turn the left and center knob on the griddle to the mid-way between on and off. The far right is left off as this is our cool section of the griddle.

### **DO NOT TURN THE CHAR GRILLER ON!**

- Bring PREP CART from the fridge to stove area.
- Plug up & turn on the 4-Blue Plate Steam table.
- Plug up and turn on the Soup steam table to high.
- Put one of the 16 or 20 QT pots on the stove filled at least 2/3 with HOT WATER and light and put on low heat. Put it in the farthest back right burner. We are simply heating this water for use as needed.
- Put any Soups on for reheat. If they are in a soup crock- then they go in a double-boiler set-up. If they are in the pot they can be reheated in the pot. Make sure to stir and start off on low heat. Cream soups may need milk added, broth a little water as they might thicken overnight!
- Put the vegetables in the RIGHT OVEN, and put the Meat or Oven items into the CONVECTION OVEN. Please see our Vulcan & Convection Oven Cooking plan for final settings and loading.

- If we are having PASTA please put the pasta pot on the stove filled  $\frac{3}{4}$  and light on low. If the stove is filled with soup, put on the oven's griddle to preheat. Must be lit manually!
- Turn on/plug in HOT PLATE. Place any solidified oil bottles from griddle line under warmer.
- Please make a POT OF COFFEE.
- Begin cooking based on VULCAN STOVE & CONVECTION OVEN COOKING PLANS.
- Please put any dishes away still on the dish-line drying from previous day.
- Set-up of GRIDDLE LINE, PREP LINE, BLUE PLATE LINE & SOUP LINE.
- Make sure Tea, Sweet Tea, Lemonade, Water and Coffee is being made. Make sure there is at least 1 Simple sugar container ready. This is the clear round container with the yellow lid. *The Simple Syrup is made by heating at a 1-to-1 ratio white sugar & water. You can heat water on stove and when hot whisk in equal parts sugar. You can use the coffee system, tea faucet which runs near 190 degrees and fill a coffee pot of water pour in bucket with equal parts sugar and which, if it does not dissolve enough microwave an additional couple of minutes and whisk again. If the temperature is hot enough, does not need to boil, the mixture will go translucent and there will be no grit on bottom. It will stay in this form even after refrigeration. Put in yellow top container in the walk-in.*
- Begin NEXT DAY PREP CART PLAN.
- READY FOR VOLUNTEERS MEETING BETWEEN 10:15 & 10:30 a.m.
- If there are any FREE MILK, BREAD or OTHER items for the HOSTESS station to disburse please have them taken up front and explained.
- Make sample Blue Plate (BP) and Special Sandwich (SS1) and let wait staff see and sample especially if a new BP or SS1 for the team.
- MAIN FRONT & BACK DOORS OPEN at 11:00a!

# VULCAN STOVE

Cooking Plan for: \_\_\_\_\_

<p>Soup 1</p> <p>Soup 2</p>	<p>16-20 QT Hot Water</p> <p>Pasta Pot if needed</p>	<p>Salamander</p> <p>Flat Top</p> <p><i>Alternate Heating of Pasta Pot if needed!</i></p>
<p>Left Stove- 350 Degree</p> <p><i>Dessert &amp; Other</i></p> <p>_____</p> <p>_____</p>	<p>Right Stove- 250 Degree</p> <p><i>Vegetable Oven</i></p> <p>_____</p>	

# CONVECTION OVEN

Cooking Plan for: \_\_\_\_\_

Set Convection Oven to COOK at 350 Degree High Heat to PREHEAT  
Will adjust for food cooking based on notes below!

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HIGH FAN or LOW FAN      Cooking Temperature: \_\_\_\_\_

# SOUP WARMER

Set-up Plan for: \_\_\_\_\_

Plug up and set to HIGH, make sure it is filled with hot water to the  $\frac{1}{2}$  line. Cover the open holes with the lids until crocks are inserted to facilitate heating.

SOUP 1  
BROTH BASED

SOUP 2  
CREAM/SPECIALITY

# BLUE PLATE LINE

Set-up Plan for: \_\_\_\_\_

Plug up and set to HIGH, make sure each line is filled with hot water to the  $\frac{1}{4}$  mark, unless it will be used for cold that day, if so leave off, and the pan will be filled with ICE closer to service.



# PREP TABLE

Set-up Plan for: \_\_\_\_\_

The prep table layout includes the following components:

- Ingredient Bins (from left to right):**
  - SS1
  - Extra
  - Yellow Am. Slices
  - White Am. Slices
  - Extra
  - Extra
  - PB & Grape Jelly
- Equipment Instructions (Left Box):** Cutting Board with Towel under to keep from sliding. Sandwich Knife, and extra towels need for the work station.
- Ingredient Instructions (Right Box):** Get Specific Breads out for the Sandwich and Special Sandwiches. Put extra supplies underneath and on oven table.

# GRIDDLE

Set-up Plan for: \_\_\_\_\_

**Turn left knob and center knob to midway between off and on to preheat. Please leave right knob off as this is our cool zone.**

**Equipment Needs:** 2 White Handle Spatula's, 3 Round Domes, 1 Square Dome, Meat Press and Flat Top Scrapper should all be laying beneath the Griddle or on the GRILL if not in use. There should Also be a 2 inch 1/3 pan under the catch drain sitting in a larger oven Sheet pan.

**Dry Seasonings:** There should also be a clear square pan with clear wrap marked with Kosher Salt, and two shakers: 1 marked MEAT SALT (Kosher Salt, Pepper, Garlic Salt, Season Salt Blend.) and 1 marked FRY SALT (Blend of Kosher Salt & Season Salt)

The griddle control panel features three knobs: the left knob is set to 1/2 on, the center knob is set to 1/2 on, and the right knob is set to off. A 'Bread butter' container is located to the right of the knobs.

The liquid bin layout includes the following items:

- Two bottles labeled 'W' (Water)
- Two bottles labeled 'EVO' (Extra Virgin Olive Oil)
- One bottle labeled 'Veg Oil' (Vegetable or Canola Oil)
- One bottle labeled 'But' (Clarified Butter)
- Two bottles labeled 'BBQ' (BBQ Sauce)
- One bottle labeled 'EVO & But' (Blend of EVO and Butter)

**Liquid Bin:** Please use a long narrow deep 6" pan. Bottles should be full at beginning of shift: 2-WATER, 2-EVO (extra-virgin olive oil) 1-VEG Oil (with Vegetable or Canola Oil) 1-Clarified Butter, 1-1/2 EVO & 1/2 C. Butter Blend and 2 BBQ Sauce (only On days with BBQ) .

# COFFEE & TEA LINE

We make a pot of coffee to begin each service with a batch of Unsweet Tea, Sweet Tea, Lemonade and Ice Water. We make a pot of decaf upon request. We have left-over containers in the Walk-in which we place on top and use from them first. At the end of the shift the tea ones are discarded, washed out and the new tea left-over from the day and lemonade is stored in them for the next day. We have a 2-day use plan on the chilled tea. Coffee and Decaf are made by using a bag of the appropriate coffee with a filter in the pot and hitting the start button. Decaf Coffee is kept in the **ORANGE TOP POTS**, Regular Coffee is made in the **OTHER** pots.

<b>1 Pack De- Caf</b>	<b>Unsweet Tea</b> <i>It takes 2 Lipton tea bags to make one 3-gallon batch or 1 of the US Foods Tea bags.</i>	<b>Sweet Tea</b> <i>Make like Unsweet Tea then add 7.5 cups of Simple Syrup for a 3 gallon batch.</i>	<b>Lemonade</b> <i>4 cups-NOT THEIR SCOOPS- measuring cups, makes 3 gallons.</i>	<b>Water</b> <i>Please fill with Ice Water</i>
<b>Caf</b> 1 pack				

*Simple Syrup is made by heating at a 1-to-1 ratio white sugar & water. You can heat water on stove and when hot whisk in equal parts sugar. You can use the coffee system, tea faucet which runs near 190 degrees and fill a coffee pot of water pour in bucket with equal parts sugar and, if it does not dissolve enough; microwave an additional couple of minutes and whisk again. If the temperature is hot enough, does not need to boil, the mixture will go translucent and there will be no grit on bottom. It will stay in this form even after refrigeration. Put in yellow top container in the walk-in.*

## **CLOSING CHECK LIST**

- Make sure all of the CHARTS are set-up for the next day's cooking plan.
- Make sure AIR/HEATING units are set for night.
- Make sure the Manager's Sheet is completed and the money is prepared to take for deposit at Bank of Herrin to Duane Faulkenberry.
- Make sure if any FREE MILK, BREAD or Other items were at the Hostess station they are put away and check the Hostess area!
- Make sure the Soup, Tea, Condiment, Red Room, Blue Room and Thrift room are in good order, things are put away and fan and lights are off.
- Make sure that the bath rooms are okay, no sinks or toilets are running and the lights are off.
- Make sure the front doors are locked and the back main entrance is locked.
- Make sure all trash has been taken to dumpster.
- Make sure all kitchen, prep, tea, soup and condiment/ice maker area floors have been swept and mopped.
- Make sure there is no LAST RIDE food left on the prep-tables or cooling food left out of the Walk-in refrigerator or freezer.
- Inspect the Sandwich Prep tables- Make sure all prep-table items are clean, plastic wrapped and put away properly above and below.
- Check the Walk-in Refrigerator and the Walk-in Freezer to make sure all items are labeled with dates and put away properly.
- Make sure the Freezer entrance single door is locked in the back hallway and make sure BAR is across the double load-in doors.

- Make sure 3 Compartment sink is drained, dish line has been cleared and squeegeed, and that the screen on the drain has been cleaned out.
- Make sure the plug has been pulled on the dishwasher drain.
- Make sure the COFFEE pots are empty, coffee filter and tea filter grounds have been disposed and that the COFFEE System start button is in the off position.
- Make sure all the Tea & Lemonade has been poured out or stored in the overnight containers in the Walk-in Refrigerator.
- Make sure the Blue Plate Steam table is turned off and/or unplugged.
- Make sure the Soup Steam table is turned off and/or unplugged.
- Make sure the HOT PLATE is turned off/unplugged.
- Turn off GRILL LINE EXHAUST fans switch 5 & 6.
- Check that the VULCAN burners & ovens are turned off.
- Check that the CHAR-BROILER is turned off.
- Check that the FRYER is turned off.
- Check that all GRIDDLE knobs are turned off.
- Check that the CONVECTION oven is turned off.
- Turn all kitchen lights and fans off.
- Dirty Aprons & Dirty Kitchen Towels can be dropped off at Beth Benitone's House for Laundry at 713 Ruggeri Dr., Herrin and left at the garage door if not home. Call 217-415-8312 with questions. Put back up bags in place.
- Lock Kitchen door and make sure storage entrance is PAD LOCKED.

## **FRIDAY DEEP CLEANING CHECK LIST**

- Make sure RED ROOM & BLUE ROOM is cleaned, floors swept and mopped with chairs up for the weekend.
- Make sure all TABLES are balanced and no napkins are being used to level, if they are have tables properly leveled or replace table bottom balancers,
- Make sure front WINDOW seals and blinds are dusted and cleaned.
- Make sure all 4-BATHROOM Toilets, Sinks, Trash cans & Floors have been cleaned and that the paper goods & soap dispensers are filled.
- Make sure HOSTESS are is cleaned-up and straightened for the weekend.
- Make sure WAITERS area and BLUE Room are clear and orderly.
- Check ice machine inside and outside see if it needs cleaned or sanitized.
- Make sure all TEA, LEMONADE AND COFFEE SYSTEMS are thoroughly cleaned out.
- Make sure all the SILVERWARE AREA is put back in order, things are refilled and the SOUP line is empty of water and all surfaces sanitized.
- Make sure the CONDIMENT area is reordered, refilled and clean & sanitized.
- Make sure the Prep and Dish Line area are cleared, things put away and sanitized.
- Do a walk-through of the WALK-IN REFRIDGERATOR and FREEZER, reviewing that all food is properly labeled and dated, also what needs trashed due to time out or spoilage, and what needs moved to the Freezer.

- Do a straightening up of the SPICES and DRY GOODS ROOM.
- Make sure the floors are mopped in the Walk-in Fridge and swept clean in the Walk-in Freezer.
- Make sure that the VULCAN OVEN top has been dish washed, the trays cleaned and sanitized. Put it back together and test light.
- Make sure the EXHAUST hood and drip catches are wiped down and cleaned. Run all the vents through dishwasher to clean & ready for Mon.
- Make sure fryer is cleaned and recycled for Monday. Some weeks it will be filtered and recycled and some weeks it will be discarded and filled with fresh oil
- Make sure PREP TABLE is cleaned and all items are taken to the WALK-IN, properly labeled and dated, and things timed out are thrown out. The PREP TABLES should be cleaned and left empty for the weekend, and reloaded on Monday.
- Wipe down all the Hotplate, Stainless Countertops, Blue Plate and Prep Line Areas.
- Inspect PLATES SHELVES, BOWL SELVES, STAINLESS AND PREP BOWLS are clean, orderly and sanitized.
- Make sure ALL FLOORS ARE THOROUGHLY SWEEP AND MOPPED.
- Make sure KITCHEN MATS are CLEANED. They can be cleaned outside using the hose and cleaning solutions from the Janitors room.
- Make sure all Dirty Aprons & Dirty Kitchen Towels have been dropped off at Beth Benitone's House for Laundry at 713 Ruggeri Dr., Herrin and left at the garage door if not home. Call 217-415-8312 with questions. Put back up bags in place.