

Server Sidework Checklist

Date: _____

| Opening | Check when Complete | Notes |
|--|---------------------|-------|
| Set up the host station | | |
| Cut and prepare lemons and limes | | |
| Brew coffee and tea | | |
| Stock sugars, sweeteners, salt, and pepper | | |
| Stock mints, toothpicks, napkins, and straws | | |
| Stock to-go containers, cups, lids, and bags | | |
| Stock glassware, coffee cups, and saucers | | |
| Clean menus and present them neatly | | |
| Wipe windows with cleaning solution | | |
| Dust light fixtures | | |
| Unstack chairs and straighten tables | | |
| Clean and wipe chairs, booths, and tables | | |
| Tidy up the entrance, restroom, and waiting area | | |
| Sweep or mop the floors as needed | | |
| Ensure there is change in the cash register | | |
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Server Sidework Checklist

Date: _____

| Closing | Check when Complete | Notes |
|--|---------------------|-------|
| Put away any clean dishes, glassware, or cutlery | | |
| Prepare table settings for the next business day | | |
| Place any food left out back in the fridge | | |
| Refill condiments for the next day | | |
| Let manager know to reorder low inventory | | |
| Shut windows | | |
| Clean the restrooms | | |
| Clean any salad bars or buffets | | |
| Clean and sanitize remote controls and TVs | | |
| Clean and sanitize the POS System | | |
| Close patio umbrellas and bring in patio furniture | | |
| Sweep the floor | | |
| Turn off the lights | | |
| Close and lock doors | | |
| Set the alarm system | | |
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Server Sidework Checklist

Date: _____

| During the Day | Check when Complete | Notes |
|---|---------------------|-------|
| Roll flatware in napkins | | |
| Set table seatings for guests | | |
| Prepare outdoor tables as necessary | | |
| Wipe down menus to remove any grease, spills, or fingerprints | | |
| Wipe down tables between guests | | |
| Refill table condiments like ketchup, mustard, sugars, sweeteners, salt, and pepper | | |
| Replenish any salad bars or buffets | | |
| Restock the dessert display case as needed | | |
| Sweep beneath tables, chairs, and booths | | |
| Refill bathroom supplies like toilet paper, soap, or paper | | |
| Dispose of trash as needed | | |
| Fill dishwasher with dirty dishes | | |
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