

Opening Checklist April - September

Front of House

- ___ Turn on front & back-room lights; turn on fridge & cooler lights
- ___ Count cash drawer(s) (\$200)
- ___ Check previous night's closing checklist
- ___ Restock paper bags & 6-pack carriers if necessary
- ___ Check *Tock* for reservations; arrange any special requests
- ___ Replenish folded napkins, rollups, and dishes
- ___ Put dishwasher plug in; turn on & rinse for x1 cycle
- ___ Familiarize yourself with wines and cheeses on current tasting(s)
- ___ Prep water station with chilled waters
- ___ Check tasting wines in coolers & back-house fridge for dates & quality
- ___ Wipe down barrels & counters
- ___ Dust wine shelves & window ledges
- ___ Sweep inside (entrance and around tables)
- ___ Windex doors & windows if necessary
- ___ Assign duties & stations for the day
- ___ Turn on AC if necessary
- ___ Plug in *tasting room open* sign & flip road sign to *open*
- ___ Turn on fountain

Patio

- ___ Wipe down tables & chairs on terrace & picnic area
- ___ Open & adjust all umbrellas
- ___ Ensure server's station is well stocked for the day
- ___ Water planters at front of entrance & on terrace
- ___ Sweep terrace & front entrance area of any debris, clear cobwebs around entry/doors/windows



Managerial Duties

- Pack & ship any new orders that were placed overnight on website; request ATS pick-up if necessary
- Check & respond to emails
- Check voicemail & respond

Comments
