

Opening Checklist October - March

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
- ___ Assign duties & stations for the day
- ___ Sweep, if necessary (especially around entrance and tables, and under chairs)
- ___ Plug in *tasting room open* sign & flip road sign to *open* (*turn road sign lights on, switch on left*)
- ___ Turn on fountain

Winter

- ___ Remove any accumulated snow at front entrance & terrace pathway
- ___ Sprinkle de-icing salt outside tasting room doors when necessary

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
- ___ Unlock winery for weekend tours if necessary



Comments
