

HOST BATHROOM AND SIDEWORK CHECK LIST

(Initial Box Below When Completed)			
	Men's	Women's	
	Men's	Women's	
10:30 AM			5:00 PM
11:00 AM			5:30 PM
11:30 AM			6:00 PM
12:00 PM			6:30 PM
12:30 PM			7:00 PM
1:00 PM			7:30 PM
1:30 PM			8:00 PM
2:00 PM			8:30 PM
2:30 PM			9:00 PM
3:00 PM			9:30 PM
3:30 PM			10:00 PM
4:00 PM			10:30 PM
4:30 PM			11:00 PM

OPENING DUTIES

- Place all mats in front of doors
- Uncover, rotate, and stock peanuts if needed
- Collect peanut buckets and place in designated area
- Clean all windows in the lobby
- Straighten silverware bin
- Wipe down door kick plates
- Wipe down door thresholds
- Wipe down all benches
- Blow up/stock balloons and lolipops
- Review floor rotation according to manager's floor plan
- Check levels of: wait sheets, kids placemats, take out menus, call ahead cards, rolled silverware, toothpicks.
- Retail shop/area clean, organized, presentable
 - Check menus for proper inserts and Early Bird Menus
 - Fill out specials board
 - Quick check restrooms
 - Check outside of front doors for trash and empty ashcans
 - All games wiped down and clean
 - Unlock doors 15 minutes to posted opening time



CLOSING DUTIES

- | | | |
|-------|---------|---|
| _____ | 1st Cut | <ul style="list-style-type: none"> • Foyer/Lobby/Outside Dust all artifacts in the lobby/foyer area Wipe all windows, games, display cases with glass cleaner Wipe off all benches Empty all ashcans/trash receptacles outside Pick up any glassware or peanut buckets outside and in lobby Sweep sidewalk around facility |
| _____ | 2nd Cut | <ul style="list-style-type: none"> • Dining Room Maintenance Collect all menus Wipe down all menus Wipe all high chairs and booster seats Stock toothpicks, call ahead cards, wait sheets, and To Go menus |
| _____ | 3rd Cut | <ul style="list-style-type: none"> • Detail Bathrooms Fill soap, paper towels, toilet paper Empty trash cans including womens waste receptacles and replace bags Wipe sinks, faucets, and mirrors Clean and stock baby changing station Sweep Floor |
| _____ | 4th Cut | <ul style="list-style-type: none"> • Host Stand Area Organize host stand area Stock kids menus and crayons Roll 50 kids silverware Sift peanuts and clean out trough. Place peanuts in container with lid |
| _____ | Closer | <ul style="list-style-type: none"> • Checks out all hosts previously cut Is held responsible for sidework if not completed Brings in special board from outside Organize and clean up gift shop or retail area Gets checked out by manager |