

## Busser Opening Procedures

TO BE COMPLETED BY 11:00 AM

- 1) Set up washer room. Organize/clean/etc.
- 2) Take down chairs – put tables in neat rows and set chairs around tables neatly
- 3) Make sure all chairs have all leg tips
- 4) Wipe all tables/Napkin Dispensers & Salts and peppers...All should be in the center of the table facing the same direction. (Place Salt and Peppers on the front door side of the table.)
- 5) Pull out bus carts and make sure they are clean and odor free
- 6) Stock bathrooms – toilet paper,
  - paper towels,
  - toilet seat covers,
  - soap –
  - wipe down trash can lids & paper towel dispensers, toilet paper dispensers, soap dispensers, counter tops
- 7) Stock paper towels and soap at all sinks in restaurant (Need to be filled to the top each day)
- 8) Wipe windows and doors with spray and paper towels
- 9) All boxes and trash at back door to be broken down and removed
- 10) Fill ice
- 11) Put down mats
- 12) Sweep parking lot
- 13) Place outside tables & chairs neatly in front of store – make sure they are clean.
- 14) Empty and wipe down all outside garbage cans / lids
- 15) Run all dishes from preppers, etc.
- 16) Set up water cups with ice for server
- 17) Check with manager before going on break

In a perfect world, you should be done in an hour to an hour and a half.

## Busser Daytime Closing Procedures

TO BE COMPLETED BY 5:00PM

- 1) Entire floor to be swept
- 2) All trashes in the store (take-out, grill, bathrooms, prep area, etc.) to be taken out to dumpster
- 3) Fresh, clean carts ready for 5:00PM Bussers
- 4) Dish area should be spotless for night crew. No lids, ice cream buckets, prep containers should be left behind.
- 5) All miscellaneous trash and/or boxes in the back to be taken to dumpster or recycling.
- 6) Fill Ice.
- 7) Daily sweep in storage room.
- 8) Weekly mop in the storage room & walk in fridge.

## Busser Night Crew Opening Procedures

TO BE COMPLETED BY 5:00PM

- 1) Stock bathrooms – toilet paper, paper towels, toilet seat covers, soap – wipe down trash can lids, paper towel dispensers, toilet paper dispensers, soap dispensers, counter tops.
- 2) Stock paper towels and soap at all sinks in restaurant.
- 3) Wipe windows and doors with spray and paper towels.
- 4) Fill ice.
- 5) Sweep parking lot (Front of restaurant to look clean)
- 6) All outside tables & chairs should be set neatly in front of store – make sure they are sparkling clean.
- 7) Wipe down all outside garbage's.
- 8) Check bus carts and make sure they are clean and odor free.
- 9) Sweep the entire floor
- 10) Wipe all Napkin Dispensers & Salts and pepper shakers

**BUSSERS END OF NIGHT CLOSING PROCEDURES**

1. Wash all remaining dishes.

2. Make sure all dishes are clean. All dishes on floor will be checked and dirty dishes will be washed again.
3. Close all carts at a proper time.
4. Bus tubs to be cleaned and dried.
5. All Ice Cream buckets to be dried and stacked. Wet buckets will be brought back to be dried!!
6. Drain and turn off dish washer. Clear nozzles and screens of debris.
7. All items should be cleaned with cleanser.
8. Wipe all stainless steel and leave dry, including the following: dishwasher (top sides front legs drains doors and handles). Water cup shelf, dish platform, sink drain well, garbage disposal, runner side, platform legs and top shelf.
9. Clean all stainless-steel walls/ white walls (including under and behind washer!).
10. Stack all dish racks on top shelf.
11. Clean washer, prep fridge, prep table, and ice machine. Also make sure the walls behind the washer and dryer are clean.
12. Clean back door and door jams.
13. Make sure outside of backdoor is tidy... including crates to be stacked properly, boxes and trash picked up, and cigarette butts are disposed of properly.
14. All trashes and boxes must be taken out and in the dumpster!! (If trash is left around the outside dumpster, you will be written up.)
15. All trash cans must be lifted and wiped down.
16. Dumpster area should be free of any loose trash or debris (swept if necessary).
17. All sinks in the food prep area should be cleaned including the little white sink and the top shelf.
18. Make sure all frozen food items are stored properly (strawberries, crab, burgers, etc.).
19. Clean swinging doors
20. Clean white plastic wall.
21. Clean door and door jams.
22. Thoroughly clean and sanitize bus carts, silverware bins, and garbage bins.
23. Make sure ice bins on the main floor are stocked.
24. Make sure all trash, utensils and towels are picked up.