Dining Room Set-up

Before setting up the dining room ask if there are any special parties or reservations. Find out if you need to set the Green Tile Room for overflow.

1. Check table diagram and place tables where needed. Wipe tables down and put linen on table (stored in office at end of bookcase) then butcher paper.
2. Polish silverware with sanitizer using a cloth napkin. Set silverware on table according to diagram. Use paper dinner napkins. Set water glass and butter plate with butter knife on table. Put table number and S & P on tables.
3. Check to see if flowers are in vases. CHANGE water if murky. Put on tables.
4. Check to see if ice tea is made (18 teabags to 1 Gallon boiling water) and if lemonade is made (3 waters to 1 container of lemonade).
5. Dust podium, mantel, POS desk station. Organize and neaten under podium. Check to see if you have menus. Make sure menus are in plastic covers.
6. Locate serving trays and make sure they are clean.
7. Either write up the menu board or put menu board up outside the Pino Alto Room and plug-in.
8. Set-up beverage station.
   a. Get out 2 of each soda (coke, diet coke, sprite) and ice-down.
   b. Make 4 tea assortments in small glass bowls. Make sure sugars are full.
   c. Fill 4 creamer pitchers and put in beverage reach-in.
   d. Fill one half pan with ice and find small ice scoop.
   e. Cut lemon wedges for tea, and lemon rondeles for liter pitchers of water.
   f. Make-up 14 liters of ice water for tables
   g. Fill 1 plastic pitcher full of ice tea and 1 plastic pitcher with lemonade (no ice).
   h. At 11:30 am make one pot of decaf and one pot of regular coffee.
9. Make 2 resets and tear off 5 more butcher papers for resets.
10. Make sure TO-GO paper products are ready: boats, soup containers + lids, plastic ware + napkins.
11. Line 14 breadbaskets with paper napkins and give to bakery. Make sure butter ramekins are ready and filled or make-up some yourself.
12. Set-up bussing station: Line table with one long piece of butcher paper, have one rack for plates, and one rack for glasses, one bucket for liquid throw away and one bucket with silverware soaking solution.
13. Get pagers out of office and assign to waitstaff. Write names and corresponding numbers off beepers at the cook’s line and at the dessert line. Assign waiter (POS) numbers. Assign wait staff sections.
15. Ask about menu; discuss what is being served. Taste plate presentation if ready.
16. Put money in till. (no $20’s, 5 - $10, 13 - $5, 25 - $1, 1 roll each of change Total = $157.50).
17. Open door.