

Store opening: Front of House

1. where do you clock in?
The POS. clock in number is usually the last four digits of your social security number.
2. what's the first thing you should do when you arrive after clocking in?
Check the board to see if your manager has requested anything before beginning the opening process. If they have, do you best to do the task asked and erase it from the board once finished.
3. What does the first FOH 9AM person do?
The first FOH employee in will begin by opening the self-serve counter and that means immediately cleaning all the sneeze guards and surrounding areas thoroughly.
4. In what order should the self-service bar be opened?
 - A. Clean all the sneeze guards and surrounding areas
 - a. Salsa bar base , lid and straw dispensers, tray holder
 - B. Wipe tea dispenser and soda machine down and underneath
 - C. Retrieve tea urns and nozzles from dish area
 - a. Confirm urns and nozzles are clean
 - i. If not, rewash or have dishwasher rewash
 - b. Put nozzles on the tea urns and put in the dispenser.
 - c. Place one tea bag into the tea dispenser and start tea
 - d. While tea brews, retrieve a pitcher with 6 cups of sugar and a spoon
 - e. Once tea is finished, sweeten the Urn labeled sweet and stir thoroughly.
 - f. Add another tea bag and start unsweet tea.
 - g. Re-screw soda nozzles onto the soda machine dispensers
 - h. Wipe down the soda machine
 - i. Confirm that ice machine is turned on and making ice
 - j. Turn soda machine on
 - D. Refill products at the self-serve salsa bar.
 - a. Black 2 oz salsa cups and lids
 - b. Black forks, knives, and spoons
 - c. Splenda
 - d. Salt and pepper
 - e. Hot sauces
 - f. 20oz drink lids and water lids
 - g. Straws
 - E. Retrieve salsa bowls (9) and any salsa from previous day in the cooler
 - a. Put on gloves before handling clean bowls and ice
 - b. Place covered salsa bowls into the salsa well in correct spot
 - c. Fill the well using a pitcher and ice from the ice machine
 - d. Level ice to the top of the salsa bowls and pack tightly
 - e. One by one, remove salsa bowls and replace with new bowl and refill salsas.
 - f. Put black 1oz ladles in salsas and tongs into the lemon/lime bowl
 - g. Cut any lemons/limes needed for salsa bar
 - h. Make any backups taken from the cooler to fill the salsa bar

- F. Check soda bibs and for backups
 - a. Check under salsa bar that no bibs are empty and need changed
 - b. Be sure there is a backup bib available
 - c. Clean up any spills or messes under the salsa bar
 - d. Check that salsa bar drain is clean

5. In what order should the service line be opened?

- A. Clean all sneeze guards and surrounding areas/equipment
 - a. Sneeze guards
 - b. Bases to the line
 - c. Wall behind line
 - d. Chip warmer outside and turn on
 - e. Panini and handles to the panini and turn on
 - f. Tortilla warmer and turn on
- B. Fill hot line wells with 1 gallon of water each and turn temperature knobs to 6
- C. Fill the sauce pumps with 1" of water and turn to 3
- D. Turn on cold well
- E. Gather black cambros needed for the front line
- F. Gather food in the cooler from the night before
- G. Refill the cold line, using FIFO method
- H. Put out cutting boards, knife and spatula, baskets
- I. Refill paper bags, plastic togo bags and foam squat cups and lids
- J. Fill sanitizer and detergent buckets and add clean towels
- K. Wipe down the line thoroughly

6. In what order should the dining area be opened?

1. The tables should all be thoroughly cleaned. Chairs should be spot cleaned as needed.
2. Napkin dispensers should be wiped down and filled.
3. The floor should be swept well.
4. Table and chair should be put into their proper positions.
5. All rugs should be swept well outside and then put into their proper places.