Part-Timer Checklist

To make sure the part-timers know the grooming standards and their roles

GROOMING

- [ ] HAIR (The hair is neat and tidy and follows the standards of Service Value 10)
  Hair is neat and tidy and follows proper grooming standards as per Service Value 11
- [ ] SLEEVES (Rolled up and proper)
  Sleeves are rolled up
- [ ] NAME TAG (attached correctly and visible)
  Name tag is properly attached and correct
- [ ] TIE (is not loose and correctly knotted)
- [ ] SHOES (black and not tattered or broken)
- [ ] VEST & SHIRT (not stained and ironed)
- [ ] FACIAL HAIR (neatly kept or fully shaved)
- [ ] ACCESSORIES (not having too many bright or extravagant ornaments like Jewelry, bracelets, watches, rings and/or earrings)
- [ ] MASKS (Black)

REQUIRED

- [ ] SIGN IN & OUT (where to find the paper and how to sign in and out)
- [ ] FLOOR PLAN (to show the table numbers)
- [ ] PERSONAL BELONGINGS (the cabinet where they can keep their personal belongings)

PANTRY

- [ ] B7 (location of the store room and the keys)
- [ ] CONDEMN CLOTH (location and its use)
- [ ] CLEARING TRAYS (how to clear and segregate the Silverware, glassware and chinaware in correct racks for STWD)
- [ ] DIRTY LINEN (how to segregate the types of linen correctly)
- [ ] GLASS BOTTLES (how to dispose the empty glass bottles correctly)
- [ ] WINE & SPIRIT BOTTLES (where to keep the empty wine and spirit bottles on the side)
- [ ] BREAKAGES (how to dispose broken items in the correct bin and not the general trash)
- [ ] LINEN (how to fold the linen correctly and place them in the racks)
- [ ] WIPING (how to wipe the various glassware, chinaware and silverware for operation)

- [ ] SNACKS (how to prepare the snacks correctly and following proper hygiene standards)
- [ ] COFFEE AND TEA ORDERS (how to make basic coffee and tea orders and the condiments required)
- [ ] FRIDGE (location and what we have in it - ice tea condiments and milk)
- [ ] MADELINES (how to prepare)
- [ ] ORDER CHITS (what order chits go where depending on the time of day and to not throw any chits if they are not sure)
- [ ] BIBLE (location and it's use)
- [ ] CUTLERY CABINET (where we top up the cutleries we wipe)

FLOOR

- [ ] B1,B3 AND BAR CLEARING STATIONS (the area where all the trays with soiled linen and cutlery are kept)
- [ ] B1,B3 AND BAR SIDE STATIONS (where we top up the linen, Curley and the snacks for them during operation)
- [ ] B1,B3 AND LIVING ROOM WATER STATIONS (clearing empty jugs or carafes and topping them up with water)
- [ ] ORDERS (always handover the tray with the order to the floor staff and communicate all the information - like table number and any special notes to know)

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