



## **WHAT COULD YOU BE DOING?**

There is always a ton of things to do around the Hideaway to help our Guests and Team members. From organizing the merchandise cabinets to stocking the wait stations and even cleaning up the parking lot... the list never seems to end. The basic rule of thumb applies: "If you have time to lean, you have time to clean...or stock...or fold...." Work should never be demanded of you; instead, you should always be aware of what needs to be done and act. Doing the extra stuff in your spare time will help all team members (including YOU) in a rush or at the end of the shift...it's all part of being a team! Just imagine how smoothly shifts would run if everyone gave a little extra...

- Pull dishes! "FULL HANDS IN, FULL HANDS OUT" each time you visit the dish room.
- Pick up the broom. No one wants to see a dirty or littered floor.
- Stock it up. Keep the wait station full of things you need. These are highly utilized areas and must be maintained through the shift: lemons, cups, straws, brew iced tea, fill pitchers, etc...
- Check the bathrooms and hand-washing stations. Check and stock the soap, paper towels, and toilet paper. Think like the health inspector! Check the trash (including feminine boxes.) Make sure to pick up any paper towels off the floor and wipe up any standing water on the countertops. You should check the restroom every time you use it; consider it your responsibility as a team member. Always wash hands before leaving restroom!
- Dust and Shine. Our restaurants are full of stainless steel and wooden surfaces that shine beautifully with a little extra TLC. Be cautious of guests in the dining room.
- Pick up the lot. Our parking lot is the first part of the restaurant our guests see. Let's start with a great first impression by keeping the parking lot clear of clutter and debris. Also, empty outside trash cans and ashtrays.
- Fold pizza boxes, BOH always needs more boxes to fulfill to-go orders.
- Check the POS stations: Stock paper, mints, and tip trays.
- Inspect the boosters/highchairs/slings. They should get a thorough cleaning at the beginning and ending of each shift, they get used during the shift and we all know how messy little kids can be!
- If servers need assistance help them by running food, pre-bussing tables, or even getting refills. However, *always* check every ticket very carefully for accuracy before running any food!
- In the lobby area keep the magazine racks organized and the lobby rugs free of debris
- Clean and sanitize menus, stock up on kids coloring sheets, kid's menus and crayons
- Clean the glass, windows, and doors. We want them free of fingerprints.
- Keep display areas stocked with print material (to-go menus, magnets, toothpicks, business cards)
- Fill ice
- Stock your area
- Bissell or sweep your area
- Wipe down walls, ledges, and window sills

Don't hesitate to ask your managers for special projects if you find yourself caught up in your area. These are just a few of the million things you could be doing to help yourself and everyone else out. We appreciate everything you do to make this a clean and maintained restaurant. Remember to make it fun, add a little spice, and always be unique!