

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
MARCH

_____ Schedule waiters meeting 3rd Wed. of month at 3:00 PM. Have all sign off. Schedule busser and runners meeting 3rd Tues. of month at 3:00 PM. Have all sign off.

Note: Be sure when having your meetings they are in an area clear of guests so as not to be rude. Give quarterly food tests to all workers if none given in last 2 weeks.

_____ Schedule monthly host meeting 3rd Tues. of month.

_____ VIP topic of staff meetings are café and café notes.

_____ Advise hostesses to call regular lunch (and possibly dinner) guests to see if they're coming in that day. We want to make sure we have a special table ready for them, or their regular or Desired table/section.

Note: Use the MEMO FIELD in Open Table to indicate these guests' preferences re: sitting, eating, drinking, etc.

_____ **Manager and Chef Notes:**

_____ CFM you have chairs and tables clean and ready to go by March 1 for warm weekend days.

_____ Re-adjust Open Table for outside tables and reservations. Add (4) 2-tops and (4) 4-tops.

_____ **VIP:** Advise porters/dishwashers: When the temperature drops below 35 degrees, do not wash the sidewalk. If sidewalk must be cleaned, spot clean where required and use rock salt immediately.

_____ **Chefs:** Cfm you have a complete set of oyster tags for display.
Cfm all oysters for month are in index.

_____ Purchase extra parts for outside heaters (extra metal dish tops, gas hoses & connectors).

_____ Confirm café furniture is clean and not broken. Send out broken chairs to L.I.C. to fix.

_____ **Café Season:**

On cooler days more attention needs to be placed on getting the café sat. If you find it difficult to seat the café the following are options to get the ball rolling:

- When guests are waiting on a table inside offer to serve them coffee in the café (they can sit and re-lax)
- Think smart, offer café tables to younger guests
- Offer a young couple while the café is still empty to buy them lunch\brunch

Once the first table is seated other parties are more apt to sit. You'll be surprised of the domino effect.

_____ Keep hiring for café.

_____ Train hosts on prep for café.

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	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Servers Scheduled	11	18	11	18	12	19	12	19	12	19	12	19	18	18

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Cocktail Scheduled	0	1	0	1	0	1	0	2	0	2	0	2	0	1

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Bartender Scheduled	1	3	1	3	2	3	2	3	2	3	2	3	3	3

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Svc. Bartender Scheduled	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Host Scheduled	3	5	4	5	4	5	4	5	4	5	4	5	5	4

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Busser Scheduled	3	5	3	5	4	6	4	6	4	6	5	7	6	5

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Runner Scheduled	3	5	3	5	4	6	4	6	4	6	4	7	7	4

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	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Coffee Scheduled	1	2	1	2	1	2	1	2	1	2	1	2	1	2

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Barback Scheduled	0	1	0	1	0	1	0	1	0	1	0	1	1	1

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Good Friday & Easter– Friday, March 21st - Sunday, March 23rd 2008

		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER
	<p>Was there CXL/N/S, if so give exact times and how many?</p> <p>Where and what times could you overbook?</p> <p>Who were your guests? Tourists, Regulars, Old, Young</p> <p>Describe early and late business What were Menu trends?</p>				
Fri. Mar.21 AM	<ul style="list-style-type: none"> • 22 N/S CvrS • Early • Tourists, Families • Steady – full – wait • N/A 	\$14,443	Above	355	Sun, 40
Fri. Mar.21 PM	<ul style="list-style-type: none"> • 30 CXL, 59 N/S CvrS • All • Regular • Steady – slow • N/A 	\$40,086	Below	583	Clear, 30
Sat. Mar.22 AM	<ul style="list-style-type: none"> • 16 CXL, 0 N/S • Early • Regular • Slow – busy • N/A 	\$15,168	Normal	435	Sun, 50
Sat. Mar.22 PM	<ul style="list-style-type: none"> • 18 CXL, 43 N/S • 5-7 • Regular • Busy transition steady night • N/A 	\$44,221	Below	682	Clear, 30
Sun. Mar.23 AM	<ul style="list-style-type: none"> • 15 CXL • None • Family • Busy 1030-430 • N/A 	\$23,478	Above	831	Sun, 45
Sun. Mar.23 PM	<ul style="list-style-type: none"> • 39 CXL cvrs • All • Families • Steady – busy – slow 	\$23,652	Normal	369	Clear, 35

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Mon. Mar.24 AM	<ul style="list-style-type: none"> • Normal • All • Regular • No pop – fulltime • N/A 	\$6,187	Below	176	Sun, 45
Mon. Mar.24 PM	<ul style="list-style-type: none"> • 10 CXL cvrs 20 N/S cvrs • All • Regular • All early • N/A 	\$20,093	Below	325	Clear, 35

Good Friday & Easter 2008 Staff Information

DATE:

3/21/08

3/22/08

	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	11	0	19	0	11	0	21	0
Bar	1	0	3	0	1	0	3	0
Bussers	3	+1	5	0	4	0	5	0
Runners	4	0	6	0	4	0	6	0
Coffee	1	0	2	0	1	0	2	0
Host	2	0	4	0	2	0	4	0
Phone	1	+1	1	0	1	0	1	0
Delivery	0	0	0	0	0	0	0	0
CoatCheck	1	0	2	0	1	0	2	0
Managers	2	0	2	0	2	0	2	0

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Good Friday & Easter 2008 Notes

Table sizes: Many Lps – sun AM – no extra tables needed

Large Party Policies: Hold all res w/ cc guarantee

Confirmations: Start confirm W & Th for weekend b/e of long weekend for many

Walk-ins: Many walk-ins early Fri, Sat-Sun mostly res

Extra Supplies Needed: Easter coloring pages break out extra glassware/silver for brunch

Payroll: Early cuts Fri, Sat, Sun PM minimal staffing Mon all day

Linen Order: Increase napkins, 52s for café

Change Order: Put in order for Thursday banks closed on Friday

Rain Tickets: N/A

Coat Check: No issues – staff on calls based on weather

Menu: Normal – Easter specials Sun PM

Time open: Normal

Additional Misc. Notes: Fri AM: Slow start – Don't cut floor busy starting at 1PM through transistor

Fri PM: Very slow Friday – early cuts, steady 5-9

Sat AM: Similar to Fri: busy 1-5 w/café

Sat PM: Small book – normal Friday business

Sun AM: Very busy – DO NOT OVERBOOK- full staff all depts.. – café if weather permits

Sun PM: mdf busy 6-8, jazz steady, early cuts
