

BLUE WATER GRILL **MONTHLY MANAGER PLANNING SCHEDULE**

JUNE

____ Schedule waiter's meeting the 2nd Wednesday of month at 3 pm. Have all signs off.
____ Schedule busboy and runner's meeting the 2nd Thursday of the month at 3:30 pm.
Have all signs off.

Note: Be sure the area is clear of guests when having the meetings.
Give quarterly food tests to all workers if none given in last 2 weeks.

____ Advise hostess to call regular lunch (and possibly dinner) guests to confirm reservations for the day. We want to make sure we have a special table ready for them, or their regular or desired table / section.

____ **VIP-** Make sure all Staff Meetings are not during Restaurant Week

Note: Use the "MEMO FIELD" in Open Table to indicate the guests preferences i.e. sitting, eating, drinking, etc.

Manager and Chef Notes:

- ____ **Don't get caught short!** Be ready - get extra trailers, all positions - waiters, bar, busboys.
- ____ **Chef Reminder:** As we start to get busier, be prepared to have 2 full-time raw bars set up 6-days a week -- one upstairs, one downstairs.
- ____ **VIP: Managers:** When the temperature is above 65°F, but not warm enough to have all cafe doors open, only use café doors at table 3 and table 28. When the temperature is below 65°F, only use the cafe door at table 28. If the temperature will be over 80°, do not open doors. **VIP:** When seating table 28, in this circumstance you must, **advise guests that the door will be opening and closing.** Reserve this table for walk-ins only and people young at heart.
- ____ **Chefs:** Cfm you have a complete set of oyster tags for display. Cfm all oysters for month are in index.
- ____ Don't give me any excuses even after you have a full crew - which I'm sure you don't at this point. Still get 1/3 more trailers on - above what you need as a full crew - you're going to have old time waiters say the pressure is too much, I have a summer theater job, I'm going to the beach - all kinds of reasons. **Don't be caught short.** Be ready- get me extra trailers all positions- waiters, bar, busboys.
- ____ **After Memorial Day:** Be sure to cut staff for brunch.
- ____ Also, in hot temperatures, turn on all HVAC units as early as 9AM by pressing 3 hour override. This will give the system a chance to cool down the restaurant before the heat sets in. Starting the units any later in the morning puts too much stress on the system.
- ____ **P/A (Public Assembly) Permit inspection** will check fire extinguishers and emergency lights as well as the Board of Health Permit inspection this month. Review procedures with GM and be ready!
- ____ Summer Restaurant Week. – Tables turn faster.
- ____ Starting 1st week in July, close Jazz room for brunch

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

JUNE

Be sure you have the following:

- Current tag on all Fire Extinguishers
- Current tag on Ansel System
- Current tag on Exhaust Hood Inspection
- All Exit Signs are properly displayed
- All Emergency Lights have been tested
- Wherever there are curtains located in the restaurant, you have a current fireproofing certificated.
- A current Carbonic Transfer tag for the CO₂ containers.
- All Bulk System must be properly tagged as well. Go look and see if there are Inspection Stickers on the Bulk System.
- Chefs VIP:** Cfm you have a complete set of oyster tags for display.
- Talk about your NYE menu.
- High School Graduation Day - (Approximately June 10TH / 11TH).

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Servers Scheduled	15	22	15	22	16	23	16	23	16	23	16	23	16	22

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

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

	MON		TUE		WED		THU		FRI		SAT		SUN	
	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												
Host Scheduled	4	5	4	5	4	5	4	6	4	6	4	6	5	5

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

JUNE

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

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

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

High School Graduation Day 2010

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

JUNE

		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER
WED 6.23.10 AM / PM	Was there CXL/N/S, if so give exact times and how many? No CXL or NS Where and what times could you overbook? All times Who were your guests? Neighborhood & tourists Describe business No impact from graduation What were Menu trends? Regular menu	AM 9154.7 PM 30791.11	Below AM Below PM	277 AM 404 PM	80s sunny, humid
THURS 6.24.10 AM / PM	Was there CXK/N/S, if so give exact times and how many? No CXL or NS When and What times could you overbook? All times Who were your guests? Neighborhood, tourists Describe business. No impact from graduation What were the menu trends? Regular menu	AM 8108.66 PM 27516.33	Below AM Above PM	233 AM 277 PM	90s hot \$ humid
FRI 6.25.10 AM / PM	Was there CXK/N/S, if so give exact times and how many? No CXL or NS When and What times could you overbook? All times Who were your guests? Neighborhood, tourists Describe business. No impact from graduation What were the menu trends? Regular menu	AM 9582.76 PM 33558.01	Below AM Below PM	250 AM 585 PM	80 sunny

High School 2010 Staff Information

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

JUNE

DATE:

6.23.10

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

DATE:

6.24.10

	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	15	0	19	0
Bar	2	0	2	0
Bussers	5	0	5	0
Runners	5	0	5	0
Coffee	1	0	2	0
Host	4	0	4	0
Phone	1	0	1	0
Barbacka	1	0	1	0
CoatCheck	0	0	0	0
Managers	3	0	3	0

DATE:

6.25.10

AM	CHANGES	PM	CHANGES
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BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

JUNE

	WORKED	
Servers	15	0
Bar	1	0
Bussers	4	5
Runners	4	0
Coffee	1	0
Host	3	0
Phone	1	0
Barbacka	0	0
CoatCheck	0	0
Managers	3	0
	15	0
	2	0
	5	0
	6	5
	2	0
	4	0
	1	0
	1	0
	0	0
	3	0

High School Graduation 2010

<u>Table sizes</u>	above normal not due to graduations
<u>Large Parties Policies</u>	no changes
<u>Confirmations</u>	calls were made 2 days in advance
<u>Walk- ins</u>	lots of large parties 5 or more
<u>Extra Supplies Needed</u>	none
<u>Payroll</u>	Normal Staffing
<u>Linen Order</u>	slight increase
<u>Change Order</u>	N/A
<u>Rain Tickets</u>	N/A
<u>Coat Check</u>	N/A
<u>Menu Served</u>	regular menu
<u>Time Open</u>	Normal
<u>Additional Notes</u>	none

Gay Pride Parade June 2010

		SALES	WERE SALES ABOVE NORMAL OR BELOW	COVERS	WEATHER

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

JUNE

			NORMAL		
	<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>				
Sun June 27 AM	<ul style="list-style-type: none"> • No CXL or NS all times • Neighborhood, tourists • Steady shift, inside tables • regular 	12,114.36	below	497	90s humid
Sun June 27 PM	<ul style="list-style-type: none"> • busy early but slowed as the night went on , some CXL, no NS • all times • neighborhood, tourists, foreigners • busy early • regular 	20,004.86	below	352	90s humid

Gay Pride Parade 2010 Staff Information

DATE:

	6/27/10	
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AM WORKED	CHANGES	PM WORKED	CHANGES
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BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

JUNE

Servers	N/A	N/A	N/A	N/A
Bar	N/A	N/A	N/A	N/A
Bussers	N/A	N/A	N/A	N/A
Runners	N/A	N/A	N/A	N/A
Coffee	N/A	N/A	N/A	N/A
Host	N/A	N/A	N/A	N/A
Phone	N/A	N/A	N/A	N/A
Delivery	N/A	N/A	N/A	N/A
CoatCheck	N/A	N/A	N/A	N/A
Managers	N/A	N/A	N/A	N/A

Gay Pride Parade June 2010

<u>Table sizes</u>	Normal large parties
<u>Large Parties Policies</u>	a few amounts of large parties
<u>Confirmations</u>	confirmed 3 days out
<u>Walk- ins</u>	3-5 pm good amount of walk-ins
<u>Extra Supplies Needed</u>	none
<u>Payroll</u>	Normal Staffing
<u>Linen Order</u>	slight increase
<u>Change Order</u>	N/A
<u>Rain Tickets</u>	N/A
<u>Coat Check</u>	N/A
<u>Menu Served</u>	regular menu
<u>Time Open</u>	Normal
<u>Additional Notes</u>	none

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
JUNE

Fathers Day June 2010

		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

JUNE

	Was there CXL/N/S, if so give exact times and how many? Where and what times could you overbook? Who were your guests? Tourists, Regulars, Old, Young Describe early and late business What were Menu trends?				
Sun June 20 AM	<ul style="list-style-type: none"> • 115 CXL 30 NS • Booked • Neighborhood, tourists • Steady inside , too hot for cafe • regular 	\$15182.11	Below	670	90s humid
Sun June 20 PM	<ul style="list-style-type: none"> • 62 CXL 36 NS • All times • Neighborhood, tourists • Busy early • regular 	\$23955.78	Below	458	90s humid

Father's Day Notes 2010 Staff Information

DATE:

6/20/10

Servers

	AM WORKED	CHANGES	PM WORKED	CHANGES
	18		19	

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

JUNE

Bar	2	
Bussers	5	
Runners	4	
Coffee	1	1
Host	3	
Phone	1	
Delivery	N/A	
CoatCheck	N/A	
Managers	3	

Father's Day Notes June 20th 2010

Table sizes

Normal large parties

Large Parties Policies

no changes

Confirmations

confirmed 3 days out

Walk- ins

lots of large parties 5 or more

Extra Supplies Needed

none

Payroll

Normal Staffing

Linen Order

slight increase

Change Order

N/A

Rain Tickets

N/A

Coat Check

N/A

Menu Served

regular menu

Time Open

Normal

Additional Notes

none

Father's Day –Sunday June 15th 2008

		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

JUNE

	Was there CXL/N/S, if so give exact times and how many? Where and what times could you overbook? Who were your guests? Tourists, Regulars, Old, Young Describe early and late business What were Menu trends?				
Sun June 15 AM	<ul style="list-style-type: none"> • N/A • Past 2PM • All large parties • Not many walk-ins, café steady 	\$18,515	Normal	780	80s, Humid
Sun June 15 PM	<ul style="list-style-type: none"> • Done early, steady night, doors open • Early pop for large parties 	\$29,169	Slightly Above Normal	536	80's, Humid

Father's Day Notes 2008 Staff Information

DATE:	6/15/08			
	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	21	0	21	0
Bar	2	0	2	0

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

JUNE

Bussers	6	0	6	0
Runners	6	0	6	0
Coffee	1	2	2	0
Host	3	4	3	0
Phone	1	0	1	0
Delivery	0	0	0	0
CoatCheck	0	0	0	0
Managers	3	0	3	0

Father's Day Notes June 15th, 2008

Table sizes

Normal large parties

Large Parties Policies

Take cc for all 6 or more – not all parties

Confirmations

Confirm all res 3 days

Walk- ins

Light walk-ins – not a lot of 2s & 4s as a normal brunch

Extra Supplies Needed

Check Linen

Payroll

Normal Staffing

Linen Order

N/A

Change Order

N/A

Rain Tickets

N/A

Coat Check

N/A

Menu Served

Brunch a la carte with High end \$ specials, Dinner a la carte with printed specials

Time Open

Normal

Additional Notes

This is the last brunch in Jazz until Labor Day. We gave out a CRM spice rub from Wildwood = great CRM but needed to have Happy Father's Day on it

Father's Day –Sunday June 17th 2007

		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

JUNE

	Was there CXL/N/S, if so give exact times and how many? Where and what times could you overbook? Who were your guests? Tourists, Regulars, Old, Young Describe early and late business What were Menu trends?				
Sun June 17 AM	<ul style="list-style-type: none"> • Normal • Early and late • All • Busy • Brunch 	\$23, 131	Above	880	Low 80's
Sun June 17 PM	<ul style="list-style-type: none"> • Normal • Early, late • All • Busy early, slow late • Dinner 	\$\$33, 922	Above	608	Warm high 70's

Father's Day Notes 2007 Staff Information

DATE:	6/17/07			
	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	23		23	
Bar	3		2	

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

JUNE

Bussers	6		4	
Runners	6		5	
Coffee	2		2	
Host	4		3	
Phone	1		1	
Delivery				
CoatCheck				
Managers	3		3	

Father's Day Notes June 17, 2007

Table sizes

Only a few large parties

Walk- ins

Walk ins early in the night

Additional Misc. Notes

May have helped if we had a swing busser and runner. Slowed down after 9pm. Average check turn times: Brunch 2 & 4 tops 67-79 minutes, 5+ 92 minutes. Dinner 2 & 4 tops 90-99 minutes, 5+ 103-128 minutes.

Father's day –Sunday June 18th 2006

		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

JUNE

	Was there CXL/N/S, if so give exact times and how many? Where and what times could you overbook? Who were your guests? Tourists, Regulars, Old, Young Describe early and late business What were Menu trends?				
Sun June 18 AM	<ul style="list-style-type: none"> • 6 no shows 4's at 2 • After 3:00 • Old • Steady until 3 • Normal 	\$19,313	Normal	749	Hot 90°
Sun June 18 PM	<ul style="list-style-type: none"> • 4 no shows 2's at 8 and 6 cancellations 2's • After 9:30 • Regular and old • Steady until 10:15 • Normal 	\$33,625	Normal	640	Warm 80°

Father's day notes 2006 Staff Information

	SOURCES		CHANGES		BUSBOY		CHANGES		RUNNERS		CHANGES		HOST		CHANGES	
DAY	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Sun 6/18	22	24	0	0	6	5	0	0	6	6	0	0	3	4	0	0

	BAR		CHANGES		COFFEE		CHANGES		PHONE/ HOL.RES		CHANGES		COAT		CHANGES	
DAY	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Sun 6/18	3	3	0	0	2	2	0	0	1	1	0	0	0	0	0	0

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

MGR		CHANGES		DELIVERY		CHANGES		
DAY	AM	PM	AM	PM	AM	PM	AM	PM
Sun 6/18	2	2	0	0	0	0	0	0

Father's Day Notes

Table sizes

Normal

Walk- ins

Fewer than normal