

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
SEPTEMBER

Schedule waiters meeting 3rd Wed. of month at 3 pm. Have all sign off. Schedule busboy and runners meeting 3rd Tues. of month at 3:30 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.

Follow through with high T.V., and CRM guests with your staff and chefs.

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:

Be on top of café supplies (salt & peppers, sugar caddies, ashtrays) even when the weather gets cooler.

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.

NYU students start moving into the dorms in the area (including the Building Blue Water Grill is in) the week before Labor Day.

VIP:

Check portable heaters are all working. Check front door heaters are working - CFM maintenance man has 5 extra sensors.

Check weather everyday, have heaters brought up over night.

Gas turn-on valve is at the kitchen staff locker room, labeled above your head as you go down to the Ejection Room.

If the temperature drops below 62 degrees at night, the heaters should be out and on. Customers can request to turn them off. Only use door at table 28 (not table 3) in this weather.

When the temperature is above 65F degrees, but not warm enough to have all cafe doors open, only use cafe doors at table 3 and table 28.

When the temperature is below 65F degrees, only use the café door at table 28. **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.

Awnings in when sunny and out at night to keep heat in when below 70°

Start scheduling "Weather Permitting" shifts for servers.

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____ Jazz room opens for brunch the first Sunday after labor day.

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

____ Review w/staff: "Most Important Oyster Facts" See **U:ALLREST\SEAFOOD\OYSTBLRB** (attached)

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

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

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

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

MON TUE WED THU FRI SAT SUN

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	AM	PM														
Runner Scheduled	3	4	3	5	4	5	4	6	4	6	6	5				

	AM	PM														
Coffee Scheduled	1	2	1	2	1	2	1	2	1	2	1	2	1	2	2	2

	AM	PM														
Barback Scheduled		1		1		1		1		1		1		1		1

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Labor Day 2010

		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>				
Sat. Sept. 4 AM	<ul style="list-style-type: none"> • Low reservations, few cancellations or no shows • All times • Some neighborhood, lots of tourists, lots of foreign guests • Slower than an average Friday lunch. • Regular 	\$11,582.00	Slightly Below	360	80s Sunny
Sat. Sept. 4 PM	<ul style="list-style-type: none"> • Normal Saturday night with a push around 8pm. • All times. • Some neighborhood, lots of tourists, lots of foreign guest. • Early normal and died out to a slow finish. • Regular 	\$34,228.00	Normal	609	70's
Sun. Sept. 5 AM	<ul style="list-style-type: none"> • Low reservations, normal cancellations and no show. • All times • Some neighborhood, some tourists, lots of foreigners. • Ok brunch • Regular menu 	\$12,018.05	Slightly Below	488	80's sunny

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Sun. Sept. 5 PM	<ul style="list-style-type: none"> • Low reservations, normal cancellations and no shows. • All times • Some neighborhood, lots tourists, some foreign guests. • Early normal, very slow late night • Verbal additions to regular menu. 	\$26,996.25	Slightly Below	447	80's Sunny
Mon. Sept. 6 AM	<ul style="list-style-type: none"> • Normal reservations to start, some cancellations and no shows. • Early until 2pm • Some neighborhood, lots of tourists, lots of foreign guests. • Early slow, after 2pm lots of walk-ins, big push until 5:30pm. • Verbal additions to the regular menu. 	\$14,613.47	Below	501	80s, Sunny Beautiful
Mon. Sept. 6 PM	<ul style="list-style-type: none"> • Normal reservations to start, some cancels and no shows. • Alltimes • Some neighborhoods, foreigners and tourists. • Low number of reservations, very small number of walk-ins, slow through out the evening. • Verbal additions to the regular menu. 	\$15,872.95	Below	237	80's

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Labor Day 2010 Staff Information

DATE: September 4, 2010- Saturday

	AM		PM			AM		PM		
	WORKED	CHANGES	WORKED	CHANGES		WORKED	CHANGES	WORKED	CHANGES	
Servers	14	0	21	20		13	0	18	0	
Bar	1	0	3	0		1	0	3	0	
Bussers	4	0	5	0		5	0	4	0	
Runners	4	0	6	6		5	0	6	4	
Coffee	1	-	1	-		1	-	1	-	
Host	3	0	4	0		4	0	4	3	
Phone	1	0	1	0		1	0	1	0	
CoatCheck	-	-	-	-		-	-	-	-	
Managers	2	0	3	0		2	0	3	0	
Shift Sales					\$8,691.60					\$20,364.72
					\$34,074.95					\$7,980.81

DATE: September 6, 2010- Monday

	AM		PM			AM		PM		
	WORKED	CHANGES	WORKED	CHANGES		WORKED	CHANGES	WORKED	CHANGES	
Servers	142	0	15	0						
Bar	1	0	2	0						
Bussers	4	0	3	0						
Runners	4	0	4	0						
Coffee	1	0	1	0						
Host	3	0	3	0						
Phone	1	0	1	0						
Barbacks	0	0	1	0						
Coat Check	-	-	-	-						
Managers	2	0	3	0						

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Shift
Sales

\$8176.59

\$11,750.45

Labor Day 2010 Notes

Table sizes: Very few large parties of 5 and more. Very few numbers of walk-ins.

Large Party Policies: No changes.

Confirmations: Limited number of walk-ins. All large reservations confirmed, few no shows.

Walk-ins: Most walk-ins from 7 to 7pm.

Extra Supplies Needed: No changes.

Payroll: Slow- look at staffing changes for appropriate staffing- Cuts should be made for AM and PM especially for jazz room.

Linen Order: Normal- less than normal.

Change Order: None.

Rain Tickets: None.

Coat Check: None.

Menu: Regular Menu with holiday inspired specials.

Time open: Regular hours

Additional Misc. Notes: None.

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Labor Day 2008

		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER
	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?				
Thurs. Aug 29 AM	<ul style="list-style-type: none">• 0 cancel, 8 no shows• All• Tourists• Steady walk-in 2-4• N/A	\$9,625	Below	292	80s
Thurs. Aug 29 PM	<ul style="list-style-type: none">• 16 cancel, 23 no shows• 5-6PM, early• Tourists, older people• Slow early business, busy middle, slow late• A lot of specials sold	\$35,619	Below	561	80s, Clear
Fri. Aug 30 AM	<ul style="list-style-type: none">• 0 cancel 0 no show• All• Tourists• Steady then push• N/A	\$13,334	Below	366	85, Overcast Cloudy
Sat. Aug 30 PM	<ul style="list-style-type: none">• 7 cancelled, 84 no shows• Early• Regulars, locals, some tourists• Slow early, busy lots of walk-ins late• Specials and steaks	\$44,354	Below	715	80s, Overcast Humid

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Sun. Aug 31 AM	<ul style="list-style-type: none"> 34 cancelled, 34 no shows All Tourists Slow all day N/A 	\$12,905	Below	501	80s, Sunny Beautiful
Sun. Aug 31 PM	<ul style="list-style-type: none"> 40 cancelled, 50 no shows All All Steady all night A lot of specials and raw bar 	\$29,676	Below	543	80s, Beautiful
Mon. Sept 1 AM	<ul style="list-style-type: none"> 0 cancel, 0 no show All Tourists, neighborhood Slow early push from 2-4:30pm Specials 	\$13,167	Below	383	80s Beautiful
Mon. Sept 1 PM	<ul style="list-style-type: none"> 30 cancelled, 2 no shows All All Slow all evening Raw bar specials 	\$19,081	Below	327	80s, Beautiful

Labor Day 2008 Staff Information

DATE:

	8/29/08		8/30/08	
	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	14	+1	21	-2
Bar	1	0	3	0
Bussers	3	0	6	0
Runners	4	0	6	0
Coffee	-	-	-	-
Host	3	0	5	0
Phone	-	-	-	-
Delivery	-	-	-	-
CoatCheck	-	-	-	-

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Managers	-	-	-	-	-	-	-	-	-	-	-
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DATE:

8/31/08

9/1/08

	AM WORKED		PM WORKED		AM WORKED		PM WORKED	
	WORKED	CHANGES	WORKED	CHANGES	WORKED	CHANGES	WORKED	CHANGES
Servers	14	0	21	+1	14	0	19	-2
Bar	1	0	3	0	1	0	3	+1
Bussers	5	0	5	0	4	0	4	-1
Runners	6	0	6	0	4	0	4	-1
Coffee	-	-	-	-	-	-	-	-
Host	4	0	4	0	3	0	3	-1
Phone	-	-	-	-	-	-	-	-
Delivery	-	-	-	-	-	-	-	-
CoatCheck	-	-	-	-	-	-	-	-
Managers	-	-	-	-	-	-	-	-

Labor Day 2008 Notes

Table sizes: N/A

Large Party Policies: N/A

Confirmations: Confirm Thurs for all weekend

Walk-ins: All walk-ins light books all weekend

Extra Supplies Needed: N/A

Payroll: Early cuts AM/PM

Linen Order: N/A

Change Order: Get change/ pc for entire weekend Thurs

Rain Tickets: N/A

Coat Check: N/A

Menu: Special BBQ/Labor day Sat-Mon PM

Time open: Normal

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Additional Misc. Notes: Fri-Sun AM Slow – light books, Late push, after 2 – not overwhelming, Mon AM 2:30-4:30PM busy many walk-ins, Fri-Mon PM Slower than normal, Early cuts

Labor Day Weekend – Friday August 31st- Monday September 3rd, 2007

		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. Aug 31 AM	<ul style="list-style-type: none"> • Normal • Early, late • All • Slow early and late pop • Lunch 	\$12, 607	Above	287	Hot 80's
Fri. Aug 31 PM	<ul style="list-style-type: none"> • Normal • Late • All • Steady • Dinner 	\$39, 158	Above	639	Low 80's
Saturday Sept. 1 AM	<ul style="list-style-type: none"> • Normal • Early • All • Slow start, steady afternoon 	\$14, 192	Above	437	Hot 80's
Saturday Sept. 1 PM	<ul style="list-style-type: none"> • After 9pm • Late • All • Steady • Dinner 	\$43, 683	Above	600	Warm 70's
Sunday Sept. 2 AM	<ul style="list-style-type: none"> • Normal • Early • All • Slow start, steady • Brunch 	\$15, 933	Above	611	Low 80's

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Sunday Sep. 2 PM	<ul style="list-style-type: none"> • Normal • Late • Regulars, tourists • After 10, slow and steady 	\$39, 782	Above	697	Sunny
Monday Sept. 3 AM	<ul style="list-style-type: none"> • Normal • Busy lunch throughout transition • Tourists, regulars • Busy transition 	\$15, 316	Above	444	Sunny 80
Monday Sept. 3 PM	<ul style="list-style-type: none"> • Normal • Late • Regular • Steady until 10pm 	\$29, 166	Normal	501	Clear 80's
Tuesday Sept. 3 AM	<ul style="list-style-type: none"> • None • All • Regular • Slow all day 	\$6, 176	Below	165	Sunny
Tuesday Sept. 3 PM	<ul style="list-style-type: none"> • Normal • All • Regular • Steady 6-8 	\$23, 490	Below	380	Clear 80's

Labor Day Weekend 2007 Staff Information

DATE:	8/31/07				9/1/07			
	AM WORKED		PM WORKED		AM WORKED		PM WORKED	
Servers	13	-	24	-	14	-	24	-
Bar	1	-	3	-	1	-	3	-
Bussers	4	-	6	-	5	-	6	+1
Runners	4	-	6	-	5	-	6	-
Coffee	1	-	2	-	1	-	2	-
Host	3	-	4	-	2	-	4	-
Phone	1	-	1	-	1	-	1	-
Delivery	0	-	0	-	0	-	0	-
CoatCheck	0	-	0	-	0	-	0	-
Managers	2	-	3	-	2	-	3	-

DATE:	9/2/07				9/3/07			
	AM WORKED		PM WORKED		AM WORKED		PM WORKED	
Servers	14	-	23	-	14	-	21	-
Bar	1	-	3	-	1	-	3	-
Bussers	4	-	6	-	4	-	6	-
Runners	4	-	5	-	4	-	5	-
Coffee	1	-	2	-	1	-	2	-
Host	3	-	4	-	2	+1	4	-

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Phone
Delivery
CoatCheck
Managers

1	-
0	-
0	-
3	-

1	-
0	-
0	-
3	-

1	-
0	-
0	-
2	-

1	-
0	-
0	-
3	-

DATE:

9/4/07

Servers
Bar
Bussers
Runners
Coffee
Host
Phone
Delivery
CoatCheck
Managers

	AM WORKED	CHANGES
	13	-1
	1	0
	4	-1
	4	-1
	1	0
	2	0
	1	0
	0	0
	0	0
	2	0

	PM WORKED	CHANGES

	AM WORKED	CHANGES

	PM WORKED	CHANGES

Labor Day Weekend 2007 Notes

Walk ins: Monday morning mostly walk ins. Monday night was mostly reservations.

Payroll- No cuts Monday morning. Sunday night and Monday night early cuts. Cut staffing for Friday and Saturday.

Additional Misc. Notes: Friday and Saturday morning was slow, cut staff. Monday lunch was busy through transition. Stock up order extra operating supplies. Ran low on paper towels and toilet paper. Same with kitchen Sunday night was busy, like two Saturdays in a row,

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Yom Kippur – Saturday, Sept. 21, 2007

		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>				
Sat. Sept. 21 AM	<ul style="list-style-type: none">• Normal• Late• All• Steady died early• Lunch	\$11,505	Above	322	Hot sunny
Sat. Sept. 21 PM	<ul style="list-style-type: none">• Normal• Late• All• Steady, very slow late• None	\$43, 186	Above	652	Warm 70's
Sun. Sept. 22 AM	<ul style="list-style-type: none">• Normal• Early• All• Busy 3:30-5• Normal	\$112, 610	Average	332	Warm 70's
Sun. Sept. 22 PM	<ul style="list-style-type: none">• Normal• Early• All• Many late walk ins• All	\$48,538	Above	803	Nice 70's

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Yom Kippur 2007 Staff Information

DATE:

9/21/07

9/22/07

	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	13	-	24	-	14	-	-	24
Bar	1	-	3	-	1	-	-	3
Bussers	4	-	5	-	4	-	-	7
Runners	5	-	5	-	5	-	-	6
Coffee	1	-	1	-	1	-	2	-
Host	2	-	2	-	2	-	4	-
Phone	1	-	1	-	1	-	1	-
Delivery	0	-	0	-	0	-	0	-
CoatCheck	0	-	0	-	0	-	0	-
Managers	2	-	3	-	3	-	4	-

Yom Kippur 2007 Notes

Walk ins: Friday during transition AM to PM it slowed after sundown. Saturday was steady early, really picked up after 8pm.

Payroll: Staffed appropriately

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Rosh Hashanah 2008

		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER
	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?				
Mon. Sept. 29 AM	<ul style="list-style-type: none">• 0 cancel, 7 no show• All• Some business nothing else• None• N/A	\$4,946	Below	134	Cloudy, 75
Mon. Sept. 29 PM	<ul style="list-style-type: none">• 0 cancel, 13 no show• N/A• Old, no regulars• None• N/A	\$17,653	Below	290	Cloudy, 75
Tues. Sept. 30 AM	<ul style="list-style-type: none">• 2 cancel, 16 no show• All• Regulars and tourists• None• N/A	\$9,672	Normal	271	Cloudy
Tues. Sept. 30 PM	<ul style="list-style-type: none">• 5 cancel, 27 no show• All• Old• None• N/A	\$25,755	Below	310	Rainy

Rosh Hashanah 2008 Staff Information

N/A

Rosh Hashanah 2008 Notes

N/A

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Rosh Hashanah – Friday September 12, 2007

		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>				
Wed. Sept. 12 AM	<ul style="list-style-type: none"> • Normal • All • Regular • Steady early slow late 	\$9, 390	Normal	264	Sunny 80
Wed. Sept. 12 PM	<ul style="list-style-type: none"> • Normal • Early 5-7 • Regular • Slow early 	\$38, 129	Slightly below	574	Clear 70
Thur. Sept. 13 AM	<ul style="list-style-type: none"> • Normal • Early 11:30-12:30 • Regular • Steady 12-4 	\$10, 757	Normal	298	Sunny 75
Thur. Sept. 13 PM	<ul style="list-style-type: none"> • Normal • All • Regular • Slow pre sunset 	\$29, 052	Below	441	Clear 70

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Rosh Hashanah 2007 Staff Information

DATE:

	9/12/07		9/13/07	
	AM WORKED	CHANGES	AM WORKED	CHANGES
Servers	14	-	23	-
Bar	1	-	3	-
Bussers	4	-	6	-
Runners	4	-	6	-
Coffee	1	-	2	-
Host	2	-	4	-
Phone	1	-	1	-
Delivery	0	-	0	-
CoatCheck	0	-	0	-
Managers	2	-	3	-

Rosh Hashanah 2007 Notes

Payroll: Wednesday AM early cuts, Wednesday PM same in Jazz. Thursday AM watch cuts.
Steady lunch then early cuts in PM.
