

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**  
**OCTOBER**

\_\_\_\_\_ Schedule waiters meeting 3<sup>RD</sup> Wed. of month at 2:30PM. Have all sign off. Schedule busboy and runners meeting 3rd Tues. of month at 3:30PM. Have all sign off.

\_\_\_\_\_ Note: Be sure when having your meetings they are in an area clear of guests.

\_\_\_\_\_ 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 hosts 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.

\_\_\_\_\_ Add additional dummy reservations for MS's on Friday and Saturday:  
(2 at 8:30PM , 2 at 9PM, 2 at 9:30PM (4 tops).

\_\_\_\_\_ **Manager and Chef Notes:**

\_\_\_\_\_ Watch out for cold weather. Be ready with coat check and supplies.

\_\_\_\_\_ **October 10:** Review Perfect Host to reverse overbooking tables, to compensate for the loss of outside tables. (P.H. readjusted March & October.)

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

\_\_\_\_\_ Turn on main heater for restaurant. Cfm that it's working. Do this at 9am so the smell doesn't hurt lunch business.

\_\_\_\_\_ 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 café doors open, only use café 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.

\_\_\_\_\_ \*\*Merchandise 37, 27, 77, 57 = all get breeze.

\_\_\_\_\_ If you can't see your breath, staff at least 3 servers in the café.

\_\_\_\_\_ Make sure the café is zoned. Never have servers "switch off" tables

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

\_\_\_\_\_ **Managers and Chefs:** Put the attached "Oyster Fact" sheet in staff notes and read to staff.

\_\_\_\_\_ **Chefs:** Get ready for **Stone Crab Season starting November 1.**

\_\_\_\_\_ (See Doc. attached: U:ANGELA\ALLREST\SEAFOOD\CRAB CLAW)

\_\_\_\_\_ **Managers:** When Stone Crabs arrive be sure to put on your raw bar inserts. All menus: **Sunset, Brunch, Lunch & Dinner.** Change in menu box.

# BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE OCTOBER

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>Servers Scheduled</b>	15	22	15	22	16	23	16	23	16	23	16	23	23	22

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>Cocktail Scheduled</b>		1		1		1		1		1		1		1

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>Bartender Scheduled</b>	1	3	1	3	1	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
<b>Svc. Bartender Scheduled</b>														

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>Host Scheduled</b>	5	5	5	5	5	5	5	5	5	5	5	5	6	5

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>Busser Scheduled</b>	3	5	3	5	4	6	4	6	9	6	6	7	7	5

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>Runner Scheduled</b>	3	5	3	5	4	6	4	6	4	6	4	6	6	5

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**OCTOBER**

	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	2	2

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

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**  
**OCTOBER**  
**Columbus Day 2008**

		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER
	<p><b>Was there CXL/N/S, if so give exact times and how many?</b></p> <p><b>Where and what times could you overbook?</b></p> <p><b>Who were your guests? Tourists, Regulars, Old, Young</b></p> <p><b>Describe early and late business What were Menu trends?</b></p>				
<b>Sun. Oct.12 AM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Before 1pm</li> <li>• Regular/ Family</li> <li>• Steady - push – busy</li> <li>• N/A</li> </ul>	\$18,160	Normal	775	Sunny, 75
<b>Sun. Oct.12 PM</b>	<ul style="list-style-type: none"> <li>• 54 covers, 14 cancel</li> <li>• After 7:30</li> <li>• Regular</li> <li>• Steady then slow</li> <li>• N/A</li> </ul>	\$20,941	Normal	377	Clear, 60
<b>Mon. Oct.13 AM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• All</li> <li>• Regular</li> <li>• No push all day</li> </ul>	\$6,405	Normal	208	Clouds, 70
<b>Mon Oct.13 PM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• All</li> <li>• Regular</li> <li>• Slow then early cuts</li> <li>• N/A</li> </ul>	\$14,803	Below	230	Clouds, 70

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**  
**OCTOBER**  
**Columbus Day 2008 Staff Information**

**DATE:**

10/12/08

10/13/08

	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	20	+1	19	0	13	-1	16	-1
Bar	2	0	3	-1	2	0	2	0
Bussers	5	+1	4	0	3	0	4	0
Runners	5	+1	3	+1	3	0	4	0
Coffee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Host	5	0	4	0	3	-1	3	-1
Phone	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delivery	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CoatCheck	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Managers	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Columbus Day 2008 Notes**

**Table sizes:** Normal

**Large Party Policies:** N/A

**Confirmations:** Normal

**Walk-ins:** Normal

**Extra supplies:** Normal

**Payroll:** Early cuts!!!!

**Linen Order:** Normal

**Change order:** Normal

**Rain Tickets:** N/A

**Coat Check:** Normal

**Menu Served:** Normal/ Brunch additions

**Time Open:** Early close jazz room Mon. PM

**Additional Notes:** Mon AM – no anticipated “pop”, Sun AM/PM - normal for the fall

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**  
**OCTOBER**  
**Columbus Day 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>				
Sun. Oct. 7 AM	<ul style="list-style-type: none"> <li>• Normal</li> <li>• After 12:30</li> <li>• Regular, family</li> <li>• Steady, no real push</li> </ul>	\$20,069	Normal @ budget	841	Sunny, 80s
Sun. Oct. 7 PM	<ul style="list-style-type: none"> <li>• Normal</li> <li>• All night</li> <li>• Regular, tourists, older</li> <li>• Early small push</li> <li>• Normal</li> </ul>	\$31,451	Normal @ budget	566	Clear, 60s
Mon. Oct. 8 AM	<ul style="list-style-type: none"> <li>• None</li> <li>• All</li> <li>• Reg.</li> <li>• Slow all day – small pop mid noon</li> <li>• X</li> </ul>	\$9,272	Normal @ budget	272	N/A
Mon Oct.8 PM	<ul style="list-style-type: none"> <li>• Normal</li> <li>• All</li> <li>• Occasions, regular</li> <li>• Slow – very slow in jazz</li> <li>• X</li> </ul>	\$23,280	Slow, under budget last year	379	Clear, 60s
Tues. Oct. 9 AM	<ul style="list-style-type: none"> <li>• Normal</li> <li>• All</li> <li>• Regular/business</li> <li>• Steady until 3</li> <li>• X</li> </ul>	\$8,554	Normal	236	Cloudy, 70s
Tues. Oct.9 PM	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Before 6:30, after 9:30</li> <li>• Regular/young</li> <li>• Busy Tuesday 7-9:30</li> </ul>	\$32,378	Normal	488	Rain, 60s

# BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE OCTOBER

## Columbus Day 2007 Staff Information

DATE:	10/7/07				10/8/07			
	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	27		24	-2	15		20	
Bar	3		3		1		3	
Bussers	7		6		4		5	
Runners	6		6		4		4	
Coffee	2		2		1		2	
Host	4		4		3		4	
Phone	1		1		1		1	
Delivery	0		0		0		0	
CoatCheck	0		0		0		0	
Managers	2		3		2		3	

DATE:	10/9/07							
	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES

## BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE

### OCTOBER

Servers	14		19					
Bar	1		3					
Bussers	4		5					
Runners	3		5					
Coffee	1		2					
Host	2		4					
Phone	1		1					
Delivery	0		0					
CoatCheck	0		0					
Managers	2		3					

### Columbus Day 2007 Notes

**Table sizes:** N/A

**Large Party Policies:** Normal

**Confirmations:** Normal confirmations

**Walk-ins:** All walk-ins

**Extra supplies:** N/A

**Payroll:** caily cuts @ lunch Mon. and dinner

**Linen Order:** Extra 52, 62 for weekend up 51

**Change order:** N/A

**Coat Check:** N/A

**Menu Served:** Normal

**Time Open:** Normal

**Additional Notes:** Sun PM use Sat night staffing, cut early. Mon AM normal Monday lunch, no push throughout day. Mon PM all reservations early normal Mon PM book

### Halloween 2008



# **BLUE WATER GRILL** **MONTHLY MANAGER PLANNING SCHEDULE**

## **OCTOBER**

		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. Oct.31 AM	<ul style="list-style-type: none"> <li>Normal Lunch</li> </ul>	\$10,060	Normal	224	Cool, High 50s
Fri. Oct.31 PM	<ul style="list-style-type: none"> <li>Normal, Busy after 9PM</li> </ul>	\$27,900	Below Normal	497	Cool, High 50s

## **Halloween 2008 Staff Information**

# BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE OCTOBER

**DATE:**

10/31/08

	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	12	0	20	0				
Bar	1	0	3	0				
Bussers	4	0	6	0				
Runners	4	0	6	0				
Coffee	N/A	0	N/A	0				
Host	3	0	5	0				
Phone	N/A	0	N/A	0				
Delivery	N/A	0	N/A	0				
CoatCheck	N/A	0	N/A	0				
Managers	N/A	0	N/A	0				

## Halloween 2008 Notes

**Table Sizes: Normal:** Normal

**Large Party Policies:** N/A

**Confirmations:** N/A

**Walk-ins:** Lots of Walk-ins 2,4,5's & 6s at 9PM when parade is over

**Extra Supplies:** Carved pumpkins and over \$100 worth more candy

**Payroll:** Don't cut early. Normal to slow. Was a Fri this year and gets busy when parade lets off.

**Linen Order:** N/A

**Change Order:** N/A

**Rain Tickets:** N/A

**Coat Check:** N/A

**Menu Served:** Normal

**Time Open:** Normal

**Additional Misc. Notes:** Have 2 extra cheap costumes for staff that doesn't dress up

## Halloween 2007

## BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE

### OCTOBER

		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>				
<b>Wed. Oct.31 AM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• All</li> <li>• Regular</li> <li>• Slow, pop, slow</li> <li>• N/A</li> </ul>	\$8,614	Below	228	Sunny, 70s
<b>Wed. Oct.31 PM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Late</li> <li>• Regulars, young</li> </ul>	\$27,904	Below	458	Clean, 60s

### Halloween 2007 Staff Information

**DATE:**

10/31/07

	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	13	0	19	+1
Bar	1	0	3	0
Bussers	4	0	5	0
Runners	4	0	5	0
Coffee	1	0	2	0
Host	2	0	4	0
Phone	0	0	1	0
Delivery	0	0	0	0
CoatCheck	0	0	0	0
Managers	0	0	3	0

### Halloween 2007 Notes

**Table Sizes: Normal** – mostly 2 & 4, lots of late walk-ins

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**OCTOBER**

**Large Party Policies:** Normal

**Confirmations:** Normal

**Walk-ins:** Lots of Walk-ins 9PM-11PM

**Extra Supplies:** Halloween candy, extra costumes

**Payroll:** Early cuts in AM, normal lunch push, slow after, DO NOT CUT FLOOR BEFORE 10PM NO  
HOW SLOW – the restaurant will get busy after parade

**Linen Order:** N/A

**Change Order:** N/A

**Rain Tickets:** N/A

**Coat Check:** N/A

**Menu Served:** Normal

**Time Open:** Normal

**Additional Misc. Notes:** See Halloween in all restaurant notes

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