

STATION GUIDE

RUNNER.



PRIMARY RESPONSIBILITIES

- Dishes
- Keep café AND patio tidy
 - Sanitize empty tables
 - Switch-out dish tub
 - Spot sweep
 - Check restrooms (Clean & stocked)
 - Clean doors (front & restrooms)

OTHER RESPONSIBILITIES

- Assist with distribution of orders
- Maintain food & drink prep minimums
- Stock paper goods/cups/lids etc.....
- Stock bar fridge

BAR.



PRIMARY RESPONSIBILITIES

- Prepare bar beverages
- Distribute drinks to café customers
- Organize drive-thru orders for distro
- Stock undercounter bar fridge
- Stock syrups
- Keep bar area surfaces sanitized & tidy

OTHER RESPONSIBILITIES

- Make back-up chocolate syrups
- Make Chai concentrate
- Make Straight A creamer
- Make simple lemonade
- Clean bar fridge

CAFÉ REGISTER.



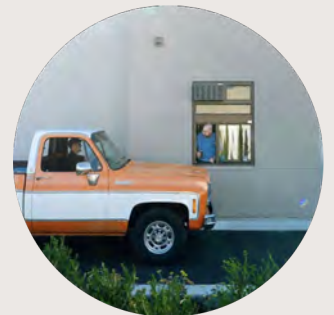
PRIMARY RESPONSIBILITIES

- Take café orders
- Sanitize area & stylus pens
- Keep café AND patio tidy
 - Sanitize empty tables
 - Switch-out dish tub
 - Spot sweep

OTHER RESPONSIBILITIES

- Clean bakery display
- Stock paper goods/cups/lids etc....
- Assemble utensil/napkin rolls
- Stamp bakery & take-out bags
- Watch & brew drip coffee
- Put-away clean dishes

DRIVE THRU REGISTER.



PRIMARY RESPONSIBILITIES

- Take drive-thru orders & payment
- Ensure all items are in order prior to distributing
- Enter drive-thru tips
- Watch & brew drip coffee
- Sanitize area, clipboards & pens

OTHER RESPONSIBILITIES

- Stock paper goods/cups/lids etc....
- Pre-dose coffee bean canisters
- Restock undercounter bar fridge
- Drain & stock ice-bin
- Empty bar dish tub
- Put-away clean dishes

FOOD.



PRIMARY RESPONSIBILITIES

- Prepare food items per order
- Maintain food & drink prep minimums
- Keep service prep area tidy/sanitized
 - Inside/outside sand prep table
 - Microwaves
 - Toasters
 - Countertops

OTHER RESPONSIBILITIES

- Back-up drive thru orders
- Scoop schmears
- Juice lemons
- Stock counter & undercounter cups, lids, utensils, napkins & bags

SERVICE.



PRIMARY RESPONSIBILITIES

- Prepare non-bar beverages per order
- Bag food orders
- Distribute orders to café customers
- Organize drive-thru orders for distro
- Maintain non-bar beverage minimums
 - Drip coffee
 - Cold non-bar bevs
 - Stock hot tea sachets

OTHER RESPONSIBILITIES

- Wash & put away dishes
- Stock food prep minimums
- Stock counter & undercounter cups, lids, utensils, napkins & bags
- Spot sweep service area
- Keep café AND patio tidy
 - Sanitize empty tables
 - Switch-out dish tub

KITCHEN.



PRIMARY RESPONSIBILITIES

- Prepare baked goods
- Slice meat
- Prepare syrups, creamer & spreads
- Clean & sanitize kitchen surfaces
- Sweep kitchen at end of shift

OTHER RESPONSIBILITIES

- Wash & put away dishes
- Stock FOH food items
- Wipe bakery cart slats
- Wipe solid shelves
- Clean oven

LEAD.

PRIMARY RESPONSIBILITIES

- Support team
- Assign station(s) to each team member. Adjust as needed
- Back-up ALL stations where support is needed
- Organize & facilitate breaks using the break rotation worksheet
- Handle customer issues

OTHER RESPONSIBILITIES

- Assign & visually verify the completion of closing duties according to Closing Checklist
- Put away delivery items
- On slow days, assign cleaning tasks based on Funday Checklist or areas you notice need attention