

RESTAURANT SERVER CHECKLIST

(Check each day)

Pre-Shift Preparation Checklist

Date

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Arrive on time and in clean, appropriate uniform.							
Check assigned station for cleanliness and readiness.							
Ensure all tables in the section are properly set (utensils, napkins, glasses).							
Restock condiments, menus, and any additional table items.							
Check beverage stations for ice, clean glassware, and drink supplies.							
Familiarize yourself with the day's menu specials and promotions.							
<i>Additional Task:</i>							

Instructions:

- Complete these tasks before the start of service to ensure your station is ready for guests.

RESTAURANT SERVER CHECKLIST

(Check each day)

During Service Checklist

Date

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Greet guests promptly and warmly upon arrival.							
Take accurate orders, noting special requests or dietary restrictions.							
Confirm orders with guests before submitting them to the kitchen.							
Serve drinks and food efficiently, ensuring proper presentation.							
Check back with guests after food delivery to ensure satisfaction.							
Clear dirty plates and utensils promptly between courses.							
<i>Additional Task:</i>							

Instructions:

- *Stay attentive and proactive to provide excellent guest service.*

RESTAURANT SERVER CHECKLIST

(Check each day)

Beverage and Bar Area Support Checklist

Date

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Restock bar supplies (straws, napkins, garnishes) as needed.							
Ensure drink orders are prepared correctly before serving.							
Clean and sanitize bar counters and glassware throughout the shift.							
Monitor and report low stock levels to the bar manager.							
Assist bartenders during busy periods by taking drink orders.							
<i>Additional Task:</i>							

Instructions:

- *Work collaboratively with bar staff to maintain smooth operations and quick service.*

RESTAURANT SERVER CHECKLIST

(Check each day)

Post-Service Responsibilities Checklist

Date

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Clear and sanitize tables after guests leave.							
Reset tables with clean linens, utensils, and condiments.							
Return unused condiments and clean glassware to the appropriate storage.							
Perform side work (e.g., folding napkins, restocking supplies) as assigned.							
Check and report any maintenance issues in your section.							
<i>Additional Task:</i>							

Instructions:

- *Ensure your station is guest-ready for the next service.*

RESTAURANT SERVER CHECKLIST

(Check each day)

End-of-Shift Closing Checklist

Date

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Restock all condiments, napkins, and table supplies.							
Clean and sanitize beverage stations and work areas.							
Ensure all chairs and tables are reset and aligned neatly.							
Refill sugar caddies, salt/pepper shakers, and other table condiments.							
Log completed side work and any unresolved issues for the next shift.							
<i>Additional Task:</i>							

Instructions:

- Collaborate with team members to complete closing duties efficiently.

RESTAURANT SERVER CHECKLIST

(Check Weekly)

Weekly Server Checklist (Optional)

Date

TASK	STATUS
Attend weekly team meetings and training sessions.	
Review and memorize new menu items or seasonal promotions.	
Conduct deep cleaning of assigned areas (e.g., chairs, menu holders).	
Provide feedback on service flow and suggest improvements.	
Revisit training materials to reinforce proper service protocols.	
<i>Additional Task:</i>	

Instructions:

- Use the weekly checklist to stay updated and improve overall service quality.