

St JOSEF'S

Willamette Valley, Oregon

since 1983

SHIFT OPENING RESPONSIBILITIES & TASKS

*To ensure the highest levels of service provided to our guests,
please **arrive 30 minutes** before opening to begin completing all tasks.
Thank you.*

Pre-Opening Tasks (Once Clocked In)

- _____ Make sure the fountain is on and working properly
(with exception to windy or freezing conditions)
 - _____ Outside signage is standing upright and facing in correct direction
 - _____ Keep front door closed until all signs are switched to 'Open' just before noon.
 - _____ Clean and tidy courtyard seating area
(e.g. properly arrange tables and chairs & raise umbrellas)
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Tasting Room Tasks

- _____ Turn on all lights and have music playing at an acceptable volume
- _____ Prop open front door with the grey brick (weather permitting)
- _____ Check thermostat verifying temperature is set to 65 – 67 degrees
- _____ Set up the starting register till and record starting cash amount on slip provided. Log into the Square app.
- _____ Place clean dump buckets in designated spaces while filling water pitchers and the counter carafe(s)
- _____ Retrieve clean glassware and towels from their respective locations storing them in the bar area
- _____ Spot check, clean, and sanitize any and all areas within the tasting area as needed
- _____ Place literature and promotional materials on tables; replenish as needed
- _____ Verify white wine bottles are stocked in mini-fridge; restock as needed
- _____ Place wine tasting list and bottle pricing on counter in designated area(s)
- _____ Complete a restroom travel path prior to opening
(e.g. ensure restrooms are clean, stocked, and sanitized)
- _____ Spot sweep floor and vacuum rugs in entry room and entry way
- _____ Prop open the front door with the grey brick (weather permitting)
- _____ Check thermostat verifying temperature is set to 65 – 67 degrees

Notes/Takeaways / Observations

(Please write legibly)

