

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
APRIL

_____ Schedule waiters meeting 3rd Wed. of month at 3:00PM. Have all sign off. Schedule busboy and runners meeting 3rd Thurs. of month at 3:00PM. 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.

First week of April have an in-house hostess meeting on café.

_____ Review café document at server meeting.

_____ 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:**

_____ Confirm dates for Women's "Fashion Week" Call Council for Fashion Design of America 302-1821 – sometime in the beginning of April. Be prepared to be busier.

_____ Confirm dates for "Gift Show" at Javitz Center. Be prepared to be busier.

_____ Don't put away coat racks and hangers before end of April. Tie all parts and hangers together. (***Move to on-call status with coat checks.***)

_____ Change menu for spring/summer eating and drinking. Print special table tents if necessary. Remember smoked items. (Run food and liquor classes geared towards Spring/Summer.

_____ **Chef Reminder:** As we start to get busier, be prepared to have 2 full-time raw bars set up 6-days a week -- one upstairs, one downstairs.

_____ **VIP: Managers:** 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 cafe 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 and people young at heart.

_____ Chefs: Confirm you have a complete set of oyster tags for display. Confirm all oysters for month are in index. **VIP: Make sure oyster tags are kept in plastic bags with daily oysters!**

_____ **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 relax)
- 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.

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- _____ Keep hiring all staff even if you have enough. People will leave.
- _____ Polish brass thresholds at entrance and café doors.
- _____ Inspect all furniture and umbrellas. Repair if needed.

Staff:

- _____ For your first warm days, 65 degrees and above, have a Sat wait staff on duty - you will do 2500 to 3500 in business, the same business you did on Sat. in Jan. and Feb.
- _____ Mandatory attendance for wait staff at 3:00pm meetings. Daytime staff stays until 4PM.
- _____ Evening staff in at 3:00PM. If you're scheduled to work you must be at meetings Monday - Friday through April. Review extra station during lunch summer/spring floor plan. As soon as you have the café door open your lunch business will increase. Make sure to review your spring/summer staff. Have everyone refreshed and ready to go for increase of business. For PM during the week for first warm days you will need full summer staff: 9 waiters, 3 bus, 2 hosts, bartender, and service coffee-person. Since it may not stay warm all night, schedule or 2 outside waiters for swing shifts 12-9, but **make sure they are prepared to stay** because in early spring people want to sit outside even if its 55 degrees. Every Week have "on-call": have a service bartender, coffee-person and 2nd hostess in case it rains or its cold- you won't need them.
- _____ Do not cut PM café waters until 8PM. This is when the café will fill. Swings if necessary.
- _____ Mid April - Outside table service should be going; people want to sit outside. Be sure when outside opens food/server on time. **Sell drinks people are thirsty**. Review AGUA pours in all drinks.

_____ **VIP:** Don't forget host, busser and runner training meetings

_____ **When warm weather starts you also need additional staff for:**

- _____ Monday and Tuesday -- Host and Manager in Jazz Room.
- _____ Wednesday thru Saturday -- Additional Host to answer phones only and take reservations.

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Servers Scheduled	11	18	11	18	12	19	12	19	12	19	12	19	18	18

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Cocktail Scheduled	0	1	0	1	0	1	0	1	0	2	0	2	0	1

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	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Bartender Scheduled	1	3	1	3	2	3	2	3	2	3	2	3	3	3

	MON		TUE		WED		THU		FRI		SAT		SUN	
	A M	PM	AM	PM	A M	PM								
Svc. Bartender Scheduled	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

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

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Runner Scheduled	3	5	3	5	3	6	3	6	3	6	4	7	7	5

	MON		TUE		WED		THU		FRI		SAT		SUN	
	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												
Barback Scheduled	0	1	0	1	0	1	0	1	0	1	0	1	0	1

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Palm Sunday – Sunday, April 9th 2006

		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. April 9 AM	<ul style="list-style-type: none"> • 5 at 4 people- 2 at 2 people • Early and late • Families, couples, tourist and regulars • Slow start/ big hit at 1-2pm • Normal 	\$17,688	Below normal	784	Sunny 50°
Sun. April 9 PM	<ul style="list-style-type: none"> • 3 of 37 people – 1 of 27 people • All – late hit after 9 – all walk-ins • Tourist, regular and young • Normal • Normal 	\$25,479	Below normal	408	Low 50° High 40°s

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Palm Sunday 2006 Staff Information

DAY	SERVERS		CHANGES		BUSBOY		CHANGES		RUNNERS		CHANGES		HOST		CHANGES	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
SUN 4/9	20	18	0	0	5	4	0	0	6	5	0	0	4	4	0	0

DAY	BAR		CHANGES		COFFEE		CHANGES		PHONE/ HOL.RES		CHANGES		COAT		CHANGES	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
SUN 4/9	3	3	0	0	2	2	0	0	1	0	0	0	2	1	0	0

DAY	MGR		CHANGES		DELIVERY		CHANGES	
	AM	PM	AM	PM	AM	PM	AM	PM
SUN 4/4	3	3	0	0	0	0	0	0

Palm Sunday 2006 Notes

Table sizes: Several – 1 ten top, 3 nine top, 2 eight tops and several five and six tops

Payroll: Very- brunch and change over – swing shifts would help – hit was between 12-3

Menu served: Brunch and dinner

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Passover– Thursday, April 9th 2009

		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</p> <p>What were Menu trends?</p>				
Thurs April 9 AM	<ul style="list-style-type: none"> • 11 cancel, 2 no shows • All • Regular • Steady with no hit • PF menus 	\$4,906.07	Below	129	Clear, Cold
Thurs April 9 PM	<ul style="list-style-type: none"> • 43 cancel, 6 no shows • All • Regular – several observing holiday and Matze requests • No hit, steady flow, died relatively early. Lots of cancellations • PF menus and Fish 	\$20,617.12	Below	296	Clear, Cold

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Passover 2009 Staff Information

DATE: 4/9/09

	AM		PM		AM		PM	
	WORKED	CHANGES	WORKED	CHANGES	WORKED	CHANGES	WORKED	CHANGES
Servers	10		14					
Bar	1		2					
Bussers	3		3					
Runners	3		4					
Coffee	1		1					
Host	2		2					
Phone	1		1					
Delivery	0		0					
CoatCheck	0		0					
Managers	1		2					

Passover 2009 Notes

N/A

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Passover–Thursday, April 3rd 2007

		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?				
Tue. April 3 AM	<ul style="list-style-type: none"> • No • All • All • Slow • All 	\$8,302	Normal	249	60's
Tue. April 3 PM	<ul style="list-style-type: none"> • No • All • Regular • Slow early, slow late • Normal 	\$25,978	Normal	421	40's

Passover 2007 Staff Information

DAY	SERVERS		CHANGES		BUSBOY		CHANGES		RUNNERS		CHANGES		HOST		CHANGES	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
TUE 4/3																

DAY	BAR		CHANGES		COFFEE		CHANGES		PHONE/ HOL.RES		CHANGES		COAT		CHANGES	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
TUE 4/3					1	2	0	0	2	1	0	0	0	1	0	0

DAY	MGR		CHANGES		DELIVERY		CHANGES	
	AM	PM	AM	PM	AM	PM	AM	PM
TUE 4/3	2	2	0	0				

Passover 2007 Notes

All normal

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Passover– Wednesday, April 12th – Thursday, April 13th 2006

		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</p> <p>What were Menu trends?</p>				
Sat. April 12 AM	<ul style="list-style-type: none"> • Normal • All times • Normal • Normal • Lunch 	\$10,340	Above normal	288	Beautiful 60°
Sat. April 12 PM	<ul style="list-style-type: none"> • Normal • All times • Normal • Normal • Dinner 	\$31,535	Below normal	445	Nice 50°
Sun. April 13 AM	<ul style="list-style-type: none"> • N/A 	\$11,432	Above normal	339	Nice sunny 60°
Sun. April 13 PM	<ul style="list-style-type: none"> • N/A 	\$36,445	Above normal	558	Nice clear 60°

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Passover 2006 Staff Information

DAY	SERVERS		CHANGES		BUSBOY		CHANGES		RUNNERS		CHANGES		HOST		CHANGES	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
SAT 4/12	16	22	0	0	4	5	0	0	4	5	0	0	4	5	0	0
SUN 4/13	16	22	0	0	4	5	0	0	4	5	0	0	4	5	0	0

DAY	BAR		CHANGES		COFFEE		CHANGES		PHONE/ HOL.RES		CHANGES		COAT		CHANGES	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
SAT 4/12	1	3	0	0	1	2	0	0	0	0	0	0	0	0	0	0
SUN 4/13	1	3	0	0	1	2	0	0	0	0	0	0	0	0	0	0

DAY	MGR		CHANGES		DELIVERY		CHANGES	
	AM	PM	AM	PM	AM	PM	AM	PM
SAT 4/12	1.5	2.5	0	0	0	0	0	0
SUN 4/13	1.5	2.5	0	0	0	0	0	0

Passover 2006 Notes

All normal

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Easter – Sunday, April 12th 2008

		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</p> <p>What were Menu trends?</p>				
Sat. April 11 AM	<ul style="list-style-type: none"> N/A 	\$9,257	Below	178	Rainy, 40s
Sat. April 11 PM	<ul style="list-style-type: none"> N/A 	\$31,800	Below	101	Rainy, 40s
Sun. April 12 AM	<ul style="list-style-type: none"> N/A 	\$21,306	Above	809	Sunny, 50s
Sun. April 12 PM	<ul style="list-style-type: none"> N/A 	\$17,546	Above	318	50s
Mon. April 13 AM	<ul style="list-style-type: none"> N/A 	\$6,315	Normal	194	Cold, Rainy
Mon. April 13 PM	<ul style="list-style-type: none"> N/A 	\$15,678	Normal	256	Cold, Rainy

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Easter 2009 Staff Information

N/A

Easter 2009 Notes

N/A

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Good Friday/ Easter – Friday April 6th – Sunday, April 8th 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</p> <p>What were Menu trends?</p>				
Fri. 6 April AM	<ul style="list-style-type: none"> • Busy early, died at 3 • Busy Lunch • Business lunches • No major large parties 	\$12, 402	Above normal	401	60's
Fri. April 6 PM	<ul style="list-style-type: none"> • Busy dinner • Fish specials • Have no doubles 	\$37, 294	Above normal	620	60's
Sat. April 7 AM	<ul style="list-style-type: none"> • Normal Saturday lunch • Look for underage drinkers 	\$13, 108	Normal	450	60's
Sat. April 7 PM	<ul style="list-style-type: none"> • Normal dinner • Look for underage drinkers 	\$39, 605	Normal	680	60's
Sun. April 8 AM	<ul style="list-style-type: none"> • Be ready to open 30 minutes early • Do not overbook • All reservations • Very smooth day 	\$18, 697	Above	807	60's
Sun. April 8 PM	<ul style="list-style-type: none"> • PM pre-meal should be 15 minutes • All fresh servers • Busy early 	\$23, 309	Below normal	455	60's

BLUE WATER GRILL
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Good Friday/ Easter 2006 Staff Information

DATE:

GOOD FRIDAY

SATURDAY

	AM		PM		AM		PM	
	WORKED	CHANGES	WORKED	CHANGES	WORKED	CHANGES	WORKED	CHANGES
Servers	12+5 oc		22+4oc		12+4 oc		22+4oc	
Bar	1		3		1.5		3	
Bussers	4		6		5		6	
Runners	4		6		5		6	
Coffee	1		2		1		2	
Host	2+10oc		4		3		4	
Phone	2		1		2		1	
Delivery	0		0		0		0	
CoatCheck	0		0		0		0	
Managers	2		3		2		3	

BLUE WATER GRILL
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DATE:

EASTER SUNDAY

	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	22+4oc		22+4oc	
Bar	3		3	
Bussers	6		6	
Runners	6		6	
Coffee	2		2	
Host	4		4	
Phone	2		1	
Delivery	0		0	
CoatCheck	0		0	
Managers	3		3	

Good Friday/ Easter 2007 Notes

Table sizes: Normal on Saturday, Sunday Brunch and dinner had a lot of large parties.

Large Parties: For Sunday Brunch and dinner we had a \$5 per person cancellation fee- 48hr notice.

Confirmations: Confirm all reservations through Sunday night by Thursday Afternoon. This must be done.

Extra supplies: Must do a Brunch check off sheet on Thursday to confirm all supplies. Make sure all roasters are working.

Payroll: No doubles on Sunday must run a smooth transition.

Menu: Normal plus printed specials for Sunday dinner.

Additional notes: Double check all supplies two weeks out to make sure all can be ordered at the same time.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

APRIL

Good Friday/ Easter – Friday April 14th – Sunday, April 16th 2006

		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</p> <p>What were Menu trends?</p>				
Fri. 14 April AM	<ul style="list-style-type: none"> • Normal • Early and late • Normal • Normal • Normal 	\$13,688	Above normal	374	Sunny 60°
Fri. April 14 PM	<ul style="list-style-type: none"> • Normal • Early and late • Normal • Normal • Normal 	\$48,075	Above normal	786	Nice clear 50°
Sat. April 15 AM	<ul style="list-style-type: none"> • N/A 	\$22,496	Above normal	661	Nice 60°
Sat. April 15 PM	<ul style="list-style-type: none"> • N/A 	\$53,994	Above normal	868	Nice clear
Sun. April 16 AM	<ul style="list-style-type: none"> • 6 no shows 2's and 4 no shows 1's • After 3 • Young • Steady until 3:30 • Normal 	\$32,544	Above normal	716	Sunny 60°
Sun. April 16 PM	<ul style="list-style-type: none"> • 4 no shows 2's • After 8:30 • Young and regular • Slow after 9:30 • Normal 	\$33,468	Normal	375	Cool 50°

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Good Friday/ Easter 2006 Staff Information

DAY	SERVERS		CHANGES		BUSBOY		CHANGES		RUNNERS		CHANGES		HOST		CHANGES	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
FRI 4/14	14	23	0	0	4	5	0	0	4	6	0	0	4	5	0	0
SAT 4/15	20	21	0	0	5	5	0	0	4	6	0	0	4	5	0	0
SUN 4/16	21	17	+2	0	5	5	0	0	4	6	0	0	4	5	0	0

DAY	BAR		CHANGES		COFFEE		CHANGES		PHONE/ HOL.RES		CHANGES		COAT		CHANGES	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
FRI 4/14	1	3	0	0	1	2	0	0	0	0	0	0	0	1	0	0
SAT 4/15	2	3	0	0	2	2	0	0	0	0	0	0	0	0	0	0
SUN 4/16	3	3	0	0	2	2	0	0	0	0	0	0	1	1	0	0

DAY	MGR		CHANGES		DELIVERY		CHANGES	
	AM	PM	AM	PM	AM	PM	AM	PM
FRI 4/14	2	3	0	0	0	0	0	0
SAT 4/15	2.5	3	0	0	0	0	0	0
SUN 4/16	3	3	0	0	0	0	0	0

Good Friday/ Easter 2006 Notes

Payroll: Normal- nice weather brought people out
