

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

\_\_\_\_\_ Schedule waiters meeting 3<sup>rd</sup> Wed. of month at 3:00 PM. Have all sign off. Schedule busser and runners meeting 3<sup>rd</sup> Tues. of month at 3:00 PM. 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.

\_\_\_\_\_ Schedule monthly host meeting 3<sup>rd</sup> Tues. of month.

\_\_\_\_\_ VIP topic of staff meetings are café and café notes.

\_\_\_\_\_ 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:**

\_\_\_\_\_ CFM you have chairs and tables clean and ready to go by March 1 for warm weekend days.

\_\_\_\_\_ Re-adjust Open Table for outside tables and reservations. Add (4) 2-tops and (4) 4-tops.

\_\_\_\_\_ **VIP:** Advise porters/dishwashers: When the temperature drops below 35 degrees, do not wash the sidewalk. If sidewalk must be cleaned, spot clean where required and use rock salt immediately.

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

\_\_\_\_\_ Purchase extra parts for outside heaters (extra metal dish tops, gas hoses & connectors).

\_\_\_\_\_ Confirm café furniture is clean and not broken. Send out broken chairs to L.I.C. to fix.

\_\_\_\_\_ **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 re-lax)
- 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.

\_\_\_\_\_ Keep hiring for café.

\_\_\_\_\_ Train hosts on prep for café.

## BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE MARCH

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
<b>Servers Scheduled</b>	11	18	11	18	12	19	12	19	12	19	12	19	18	18

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
<b>Cocktail Scheduled</b>	0	1	0	1	0	1	0	2	0	2	0	2	0	1

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
<b>Bartender Scheduled</b>	1	3	1	3	2	3	2	3	2	3	2	3	3	3

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
<b>Svc. Bartender Scheduled</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

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

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

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	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
<b>Coffee Scheduled</b>	1	2	1	2	1	2	1	2	1	2	1	2	1	2

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
<b>Barback Scheduled</b>	0	1	0	1	0	1	0	1	0	1	0	1	1	1

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**Good Friday & Easter– Friday, March 21<sup>st</sup> - Sunday, March 23<sup>rd</sup> 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 What were Menu trends?</p>				
<b>Fri. Mar.21 AM</b>	<ul style="list-style-type: none"> <li>• 22 N/S Cvrs</li> <li>• Early</li> <li>• Tourists, Families</li> <li>• Steady – full – wait</li> <li>• N/A</li> </ul>	\$14,443	Above	355	Sun, 40
<b>Fri. Mar.21 PM</b>	<ul style="list-style-type: none"> <li>• 30 CXL, 59 N/S Cvrs</li> <li>• All</li> <li>• Regular</li> <li>• Steady – slow</li> <li>• N/A</li> </ul>	\$40,086	Below	583	Clear, 30
<b>Sat. Mar.22 AM</b>	<ul style="list-style-type: none"> <li>• 16 CXL, 0 N/S</li> <li>• Early</li> <li>• Regular</li> <li>• Slow – busy</li> <li>• N/A</li> </ul>	\$15,168	Normal	435	Sun, 50
<b>Sat. Mar.22 PM</b>	<ul style="list-style-type: none"> <li>• 18 CXL, 43 N/S</li> <li>• 5-7</li> <li>• Regular</li> <li>• Busy transition steady night</li> <li>• N/A</li> </ul>	\$44,221	Below	682	Clear, 30
<b>Sun. Mar.23 AM</b>	<ul style="list-style-type: none"> <li>• 15 CXL</li> <li>• None</li> <li>• Family</li> <li>• Busy 1030-430</li> <li>• N/A</li> </ul>	\$23,478	Above	831	Sun, 45
<b>Sun. Mar.23 PM</b>	<ul style="list-style-type: none"> <li>• 39 CXL cvrs</li> <li>• All</li> <li>• Families</li> <li>• Steady – busy – slow</li> </ul>	\$23,652	Normal	369	Clear, 35

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<b>Mon. Mar.24 AM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• All</li> <li>• Regular</li> <li>• No pop – fulltime</li> <li>• N/A</li> </ul>	\$6,187	Below	176	Sun, 45
<b>Mon. Mar.24 PM</b>	<ul style="list-style-type: none"> <li>• 10 CXL cvrs 20 N/S cvrs</li> <li>• All</li> <li>• Regular</li> <li>• All early</li> <li>• N/A</li> </ul>	\$20,093	Below	325	Clear, 35

**Good Friday & Easter 2008 Staff Information**

<b>DATE:</b>	3/21/08				3/22/08			
	AM WORKED    CHANGES		PM WORKED    CHANGES		AM WORKED    CHANGES		PM WORKED    CHANGES	
Servers	11	0	19	0	11	0	21	0
Bar	1	0	3	0	1	0	3	0
Bussers	3	+1	5	0	4	0	5	0
Runners	4	0	6	0	4	0	6	0
Coffee	1	0	2	0	1	0	2	0
Host	2	0	4	0	2	0	4	0
Phone	1	+1	1	0	1	0	1	0
Delivery	0	0	0	0	0	0	0	0
CoatCheck	1	0	2	0	1	0	2	0
Managers	2	0	2	0	2	0	2	0

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**Good Friday & Easter 2008 Notes**

**Table sizes:** Many Lps – sun AM – no extra tables needed

**Large Party Policies:** Hold all res w/ cc guarantee

**Confirmations:** Start confirm W & Th for weekend b/e of long weekend for many

**Walk-ins:** Many walk-ins early Fri, Sat-Sun mostly res

**Extra Supplies Needed:** Easter coloring pages break out extra glassware/silver for brunch

**Payroll:** Early cuts Fri, Sat, Sun PM minimal staffing Mon all day

**Linen Order:** Increase napkins, 52s for café

**Change Order:** Put in order for Thursday banks closed on Friday

**Rain Tickets:** N/A

**Coat Check:** No issues – staff on calls based on weather

**Menu:** Normal – Easter specials Sun PM

**Time open:** Normal

**Additional Misc. Notes:** Fri AM: Slow start – Don't cut floor busy starting at 1PM through transistor

Fri PM: Very slow Friday – early cuts, steady 5-9

Sat AM: Similar to Fri: busy 1-5 w/café

Sat PM: Small book – normal Friday business

Sun AM: Very busy – DO NOT OVERBOOK- full staff all depts.. – café if weather permits

Sun PM: mdf busy 6-8, jazz steady, early cuts

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