

## BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE

### JUNE

- \_\_\_\_\_ Schedule waiter's meeting the 2nd Wednesday of month at 3 pm. Have all signs off.
- \_\_\_\_\_ Schedule busboy and runner's meeting the 2nd Thursday of the month at 3:30 pm.  
Have all signs off.

**Note:** Be sure the area is clear of guests when having the meetings.  
Give quarterly food tests to all workers if none given in last 2 weeks.

- \_\_\_\_\_ Advise hostess to call regular lunch (and possibly dinner) guests to confirm reservations for the day. We want to make sure we have a special table ready for them, or their regular or desired table / section.

- \_\_\_\_\_ **VIP-** Make sure all Staff Meetings are not during Restaurant Week

**Note:** Use the "MEMO FIELD" in Open Table to indicate the guests preferences i.e. sitting, eating, drinking, etc.

### **Manager and Chef Notes:**

- \_\_\_\_\_ **Don't get caught short!** Be ready - get extra trailers, all positions - waiters, bar, busboys.
- \_\_\_\_\_ 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 65°F, but not warm enough to have all cafe doors open, only use café doors at table 3 and table 28. When the temperature is below 65°F, only use the cafe door at table 28. If the temperature will be over 80°, do not open doors. **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:** Cfm you have a complete set of oyster tags for display.  
Cfm all oysters for month are in index.
- \_\_\_\_\_ Don't give me any excuses even after you have a full crew - which      sure you don't at this point. Still get 1/3 more trailers on - above what you need as a full crew - you're going to have old time waiters say the pressure is too much, I have a summer theater job,      going to the beach - all kinds of reasons. **Don't be caught short.** Be ready- get me extra trailers all positions- waiters, bar, busboys.
- \_\_\_\_\_ **After Memorial Day:** Be sure to cut staff for brunch.
- \_\_\_\_\_ Also, in hot temperatures, turn on all HVAC units as early as 9AM by pressing 3 hour override. This will give the system a chance to cool down the restaurant before the heat sets in. Starting the units any later in the morning puts too much stress on the system.
- \_\_\_\_\_ **P/A (Public Assembly) Permit inspection** will check fire extinguishers and emergency lights as well as the Board of Health Permit inspection this month. Review procedures with GM and be ready!
- \_\_\_\_\_ Summer Restaurant Week. – Tables turn faster.
- \_\_\_\_\_ Starting 1<sup>st</sup> week in July, close Jazz room for brunch

## BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE

### JUNE

**Be sure you have the following:**

- \_\_\_\_\_ Current tag on all Fire Extinguishers
- \_\_\_\_\_ Current tag on Ansel System
- \_\_\_\_\_ Current tag on Exhaust Hood Inspection
- \_\_\_\_\_ All Exit Signs are properly displayed
- \_\_\_\_\_ All Emergency Lights have been tested
- \_\_\_\_\_ Wherever there are curtains located in the restaurant, you have a current fireproofing certificated.
- \_\_\_\_\_ A current Carbonic Transfer tag for the CO<sub>2</sub> containers.
- \_\_\_\_\_ All Bulk System must be properly tagged as well. Go look and see if there are Inspection Stickers on the Bulk System.
- \_\_\_\_\_ **Chefs VIP:** Cfm you have a complete set of oyster tags for display.
- \_\_\_\_\_ Talk about your NYE menu.
- \_\_\_\_\_ High School Graduation Day - (Approximately June 10<sup>TH</sup> / 11<sup>TH</sup> ).

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
<b>Servers Scheduled</b>	15	22	15	22	16	23	16	23	16	23	16	23	16	22

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

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

## BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE

### JUNE

<b>Host Scheduled</b>	4	5	4	5	4	5	4	6	4	6	4	6	5	5
-----------------------	---	---	---	---	---	---	---	---	---	---	---	---	---	---

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

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

	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	0	1

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

**JUNE**  
**High School Graduation Day 2010**

		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER
<b>WED 6.23.10 AM / PM</b>	Was there CXL/N/S, if so give exact times and how many? No CXL or NS Where and what times could you overbook? All times Who were your guests? Neighborhood & tourists Describe business No impact from graduation What were Menu trends? Regular menu	<b>AM 9154.7 PM 30791.11</b>	Below <b>AM</b> Below <b>PM</b>	<b>277 AM 404 PM</b>	80s sunny, humid
<b>THURS 6.24.10 AM / PM</b>	Was there CXK/N/S, if so give exact times and how many? No CXL or NS When and What times could you overbook? All times Who were your guests? Neighborhood, tourists Describe business. No impact from graduation What were the menu trends? Regular menu	<b>AM 8108.66 PM 27516.33</b>	Below <b>AM</b> Above <b>PM</b>	<b>233 AM 277 PM</b>	90s hot \$ humid
<b>FRI 6.25.10 AM / PM</b>	Was there CXK/N/S, if so give exact times and how many? No CXL or NS When and What times could you overbook? All times Who were your guests? Neighborhood, tourists Describe business. No impact from graduation What were the menu trends? Regular menu	<b>AM 9582.76 PM 33558.01</b>	Below <b>AM</b> Below <b>PM</b>	<b>250 AM 585 PM</b>	80 sunny

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

**JUNE**

**High School 2010 Staff Information**

**DATE:**

6.23.10
---------

	AM		PM	
	WORKED	CHANGES	WORKED	CHANGES
Servers	11	0	21	0
Bar	1	0	1	0
Bussers	4	0	5	0
Runners	5	0	6	0
Coffee	1	0	2	0
Host	3	0	4	0
Phone	1	0	1	0
Barbacka	1	0	1	0
CoatCheck	0	0	0	0
Managers	3	0	3	0

**DATE:**

6.24.10
---------

	AM		PM	
	WORKED	CHANGES	WORKED	CHANGES
Servers	15	0	19	0
Bar	2	0	2	0
Bussers	5	0	5	0
Runners	5	0	5	0
Coffee	1	0	2	0
Host	4	0	4	0
Phone	1	0	1	0
Barbacka	1	0	1	0
CoatCheck	0	0	0	0
Managers	3	0	3	0

**BLUE WATER GRILL  
MONTHLY MANAGER PLANNING SCHEDULE**

**JUNE**

**DATE:** 6.25.10

	AM		PM	
	WORKED	CHANGES	WORKED	CHANGES
Servers	15	0	15	0
Bar	1	0	2	0
Bussers	4	5	5	0
Runners	4	0	6	5
Coffee	1	0	2	0
Host	3	0	4	0
Phone	1	0	1	0
Barbacka	0	0	1	0
CoatCheck	0	0	0	0
Managers	3	0	3	0

**High School Graduation 2010**

- Table sizes**           above normal not due to graduations
  - Large Parties Policies**   no changes
  - Confirmations**           calls were made 2 days in advance
  - Walk- ins**                 lots of large parties 5 or more
  - Extra Supplies Needed**   none
  - Payroll**                 Normal Staffing
  - Linen Order**             slight increase
  - Change Order**         N/A
  - Rain Tickets**            N/A
  - Coat Check**             N/A
  - Menu Served**            regular menu
  - Time Open**             Normal
  - Additional Notes**        none
-

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

**JUNE**  
**Gay Pride Parade June 2010**

		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>Sun June 27 AM</b>	<ul style="list-style-type: none"> <li>• No CXL or NS all times</li> <li>• Neighborhood, tourists</li> <li>• Steady shift, inside tables</li> <li>• regular</li> </ul>	12,114.36	below	497	90s humid
<b>Sun June 27 PM</b>	<ul style="list-style-type: none"> <li>• busy early but slowed as the night went on , some CXL, no NS</li> <li>• all times</li> <li>• neighborhood, tourists, foreigners</li> <li>• busy early</li> <li>• regular</li> </ul>	20,004.86	below	352	90s humid

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

**JUNE**

**Gay Pride Parade 2010 Staff Information**

**DATE:**

6/27/10
---------

	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	N/A	N/A	N/A	N/A
Bar	N/A	N/A	N/A	N/A
Bussers	N/A	N/A	N/A	N/A
Runners	N/A	N/A	N/A	N/A
Coffee	N/A	N/A	N/A	N/A
Host	N/A	N/A	N/A	N/A
Phone	N/A	N/A	N/A	N/A
Delivery	N/A	N/A	N/A	N/A
CoatCheck	N/A	N/A	N/A	N/A
Managers	N/A	N/A	N/A	N/A

**Gay Pride Parade June 2010**

- Table sizes** Normal large parties
- Large Parties Policies** a few amounts of large parties
- Confirmations** confirmed 3 days out
- Walk- ins** 3-5 pm good amount of walk-ins
- Extra Supplies Needed** none
- Payroll** Normal Staffing
- Linen Order** slight increase
- Change Order** N/A
- Rain Tickets** N/A
- Coat Check** N/A
- Menu Served** regular menu
- Time Open** Normal
- Additional Notes** none

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

**Fathers Day June 2010**

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

		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>Sun June 20 AM</b>	<ul style="list-style-type: none"> <li>• 115 CXL 30 NS</li> <li>• Booked</li> <li>• Neighborhood, tourists</li> <li>• Steady inside , too hot for cafe</li> <li>• regular</li> </ul>	\$15182.11	Below	670	90s humid
<b>Sun June 20 PM</b>	<ul style="list-style-type: none"> <li>• 62 CXL 36 NS</li> <li>• All times</li> <li>• Neighborhood, tourists</li> <li>• Busy early</li> <li>• regular</li> </ul>	\$23955.78	Below	458	90s humid

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

**JUNE**

**Father's Day Notes 2010 Staff Information**

**DATE:**

6/20/10
---------

	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	18		19	
Bar	2		2	
Bussers	5		5	
Runners	4		6	5
Coffee	1	1	4	
Host	3		4	
Phone	1		1	
Delivery	N/A		1	
CoatCheck	N/A		0	
Managers	3		3	

**Father's Day Notes June 20<sup>th</sup> 2010**

<b><u>Table sizes</u></b>	Normal large parties
<b><u>Large Parties Policies</u></b>	no changes
<b><u>Confirmations</u></b>	confirmed 3 days out
<b><u>Walk- ins</u></b>	lots of large parties 5 or more
<b><u>Extra Supplies Needed</u></b>	none
<b><u>Payroll</u></b>	Normal Staffing
<b><u>Linen Order</u></b>	slight increase
<b><u>Change Order</u></b>	N/A
<b><u>Rain Tickets</u></b>	N/A
<b><u>Coat Check</u></b>	N/A
<b><u>Menu Served</u></b>	regular menu
<b><u>Time Open</u></b>	Normal
<b><u>Additional Notes</u></b>	none

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

**Father's Day – Sunday June 15th 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>				
<b>Sun June 15 AM</b>	<ul style="list-style-type: none"> <li>• N/A</li> <li>• Past 2PM</li> <li>• All large parties</li> <li>• Not many walk-ins, café steady</li> </ul>	\$18,515	Normal	780	80s, Humid
<b>Sun June 15 PM</b>	<ul style="list-style-type: none"> <li>• Done early, steady night, doors open</li> <li>• Early pop for large parties</li> </ul>	\$29,169	Slightly Above Normal	536	80's, Humid

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

**JUNE**

**Father's Day Notes 2008 Staff Information**

**DATE:**

6/15/08
---------

	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	21	0	21	0
Bar	2	0	2	0
Bussers	6	0	6	0
Runners	6	0	6	0
Coffee	1	2	2	0
Host	3	4	3	0
Phone	1	0	1	0
Delivery	0	0	0	0
CoatCheck	0	0	0	0
Managers	3	0	3	0

**Father's Day Notes June 15<sup>th</sup>, 2008**

- Table sizes** Normal large parties
- Large Parties Policies** Take cc for all 6 or more – not all parties
- Confirmations** Confirm all res 3 days
- Walk- ins** Light walk-ins – not a lot of 2s & 4s as a normal brunch
- Extra Supplies Needed** Check Linen
- Payroll** Normal Staffing
- Linen Order** N/A
- Change Order** N/A
- Rain Tickets** N/A
- Coat Check** N/A
- Menu Served** Brunch a la carte with High end \$ specials, Dinner a la carte with printed specials
- Time Open** Normal
- Additional Notes** This is the last brunch in Jazz until Labor Day. We gave out a CRM spice rub from Wildwood = great CRM but needed to have Happy Father's Day on it

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

**Father's Day –Sunday June 17<sup>th</sup> 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>				
<b>Sun June 17 AM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Early and late</li> <li>• All</li> <li>• Busy</li> <li>• Brunch</li> </ul>	\$23, 131	Above	880	Low 80's
<b>Sun June 17 PM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Early, late</li> <li>• All</li> <li>• Busy early, slow late</li> <li>• Dinner</li> </ul>	\$33, 922	Above	608	Warm high 70's

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

**JUNE**

**Father's Day Notes 2007 Staff Information**

**DATE:**

6/17/07
---------

	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	23		23	
Bar	3		2	
Bussers	6		4	
Runners	6		5	
Coffee	2		2	
Host	4		3	
Phone	1		1	
Delivery				
CoatCheck				
Managers	3		3	

**Father's Day Notes June 17, 2007**

**Table sizes**

**Walk-ins**

**Additional Misc. Notes**

Only a few large parties

Walk ins early in the night

May have helped if we had a swing busser and runner. Slowed down after 9pm. Average check turn times: Brunch 2 & 4 tops 67-79 minutes, 5+ 92 minutes. Dinner 2 & 4 tops 90-99 minutes, 5+ 103-128 minutes.

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

**Father's day –Sunday June 18<sup>th</sup> 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>				
<b>Sun June 18 AM</b>	<ul style="list-style-type: none"> <li>• 6 no shows 4's at 2</li> <li>• After 3:00</li> <li>• Old</li> <li>• Steady until 3</li> <li>• Normal</li> </ul>	\$19,313	Normal	749	Hot 90°
<b>Sun June 18 PM</b>	<ul style="list-style-type: none"> <li>• 4 no shows 2's at 8 and 6 cancellations 2's</li> <li>• After 9:30</li> <li>• Regular and old</li> <li>• Steady until 10:15</li> <li>• Normal</li> </ul>	\$33,625	Normal	640	Warm 80°

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

**JUNE**

**Father's day notes 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 6/18	22	24	0	0	6	5	0	0	6	6	0	0	3	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 6/18	3	3	0	0	2	2	0	0	1	1	0	0	0	0	0	0

DAY	MGR		CHANGES		DELIVERY		CHANGES	
	AM	PM	AM	PM	AM	PM	AM	PM
Sun 6/18	2	2	0	0	0	0	0	0

**Father's Day Notes**

**Table sizes**  
**Walk- ins**

Normal  
Fewer than normal