

Restaurant Beverage Manager

You are responsible for receiving and storing Beverage items, as well as assisting with the continual clean up of the Restaurant during the business day. Become familiar with health and safety rules, clean up procedures and equipment.

1. Beverage Inventory Worksheet

Using the Beverage Inventory Worksheet, take an inventory of the beverage items available in the beverage cooler. Be sure to let the CEO know if beverages start to run low. The CEO will arrange for another supply order if necessary.

2. Sweep Floor in the Morning

Sweep the floor area behind the serving counters as you prepare to open the Restaurant. Be certain you wash your hands after you have swept the floor.

3. Assist Sales Managers

Assist Sales Managers by filling customer orders during the lunch breaks.

4. Sweep the Floor After Each Lunch Break

Sweep the floor in the dining area of the Restaurant after each lunch break. Be certain to wash your hands after sweeping.

5. Shopping Breaks

Only water will be sold during the afternoon shopping breaks.

6. End of the Day Restock of the Cooler

When your business closes for the day, restock the cooler. Use the **Beverage Inventory Worksheet**.

- a) Fill out the **End of the Day Restock Worksheet** to determine how much of each item you will need.
- b) Take the bottom portion of the worksheet to the Distribution & Delivery Center to fill the order. **There is NO charge to get these items.**
- c) When you stock the drink items, you should have the same number of items as when you started the day.

7. Clean Up

Assist with business clean up at the end of the day.