



# Running Side Work

## What

1. Running Side Work keeps the store looking 100% at all times. It improves the customer experience and the overall appearance of Nautical Bowls.
2. The purpose of completing running side work is to not only keep employees busy during their shifts but to also ensure that the store is always stocked, clean, and looking presentable. There should always be one of these to do.

## When

Running side work actions are to be completed throughout the day when there is nobody to serve in line.

## How

Please carefully follow the below steps to accurately complete the above task:

- Wipe/clean **all** surfaces
  - Walls
  - Floors
  - Tables
  - Chairs
  
- Always be checking spoon tins and napkin levels
  - Stock when running low
  
- Be aware of fruit levels
  - Communicate when getting low so someone can cut more fruit before we run out
  - Make sure to have enough cut in the morning to be good for the afternoon. 1 case of strawberries (8 Cartoons) will fill one container
  
- Be aware of Chia(s) levels



- Have 1 prep chia for each flavor
  
- Make sure all prep granolas are filled
  
- Be aware of drizzle levels
  - Peanut Butter, Almond Butter, Honey, Cacao Butter
  
- Take out trash and recycling
  - During summer months, the outside trash should be emptied mid-day
  - During the winter months, the trash can be emptied at the end of the night
  
- Switch out water in the sanitizer bucket every couple of hours
  
- Dishes and when dried, put them away in the assign spots
  
- Stock toppings if low
  
- Combine sorbets so others have time to thaw, and so more space is available in the freezer and dipping cabinet
  - During the summers, try to combine as much as possible in the morning to make sure they are full before lunch rush
  
- Organize Back of the House
  - Make sure all supplies are in the correct spots
  
- Sweep in the dining area, behind counter, and BOH
  - Spot sweep between guest seating
  
- Clean bathroom
  - Make sure every couple of hours go check to make sure paper towels/soap/toilet paper is stocked for guests.
  - Clean, Sweep, Sanitize area