

## Student Center Operations

### Building Manager Opening/Closing Procedures

Opening Checklist		Closing Checklist	
Operations Office			
Sign In at Operations Office		4 <sup>th</sup> Floor Meeting Rooms/Offices Secured	
Pick Up Building Manager Radio		4 <sup>th</sup> Floor: Replace Meeting Room Signs	
Review Previous Day's Shift Report Log		4 <sup>th</sup> Floor: Stairway Doors Locked	
Review Daily Set-Up Report		3 <sup>rd</sup> Floor Meeting Rooms/Offices Secured	
Sign Out Building Manager Keys		3 <sup>rd</sup> Floor: Replace Meeting Room Signs	
Building Opening		All media equipment properly put away	
Make sure Info Desk attendant has Info Keys (Lanyard)		A/V Closets 1 and 2 Secured (329 and 331)	
Turn On Info Center Hallway Lights (News Stand, Etc.)		McLeod Suite Secured, Audio System Off/Locked	
Turn On West Addition Lights		3 <sup>rd</sup> Floor: Stairway Doors Locked	
Turn On West Addition Master Sound (In Lighting Cabinet)		2 <sup>nd</sup> Floor Offices Secured	
Turn On West Addition Amplifiers (In Closet)		Ballroom Secured, A/V System "Exited"	
Turn On West Addition Radio (WRIH 104.9 FM)		2 <sup>nd</sup> Floor E-Bar Computers Turned Off	
Indoor Quad Lights ON (124 CSC)		2 <sup>nd</sup> Floor: Stairway Doors Locked	
Disalarm TV Control Box in the Den		WRIH Entrance Locked	
Turn on Indoor Quad TV's - CNN (17) or ESPN (15)		Alarm and Turn Off Indoor Quad TV's	
Indoor Quad TV Closed Captioning Set		Indoor Quad Day Lights Off	
Alarm TV Control Box		1 <sup>st</sup> Floor Stairways Secured	
Disalarm and Open Art Gallery (if unmanned exhibit)		1 <sup>st</sup> Floor Exits Checked and Secured	
Indoor Quad Furniture Orderly		West Addition Secured / Radio Off / Day Lights Off	
Turn on 2 <sup>nd</sup> Floor E-Bar Computers		Ground Floor Stairways Secured	
Open Conference Rooms listed in Set-Up Report		Ground Floor Exits Secured	
Event Set-Ups Completed		Information Center Secured, Computers Turned Off and Put Away, Keys Collected	
Deliver Daily Event Reports to Department Offices		Make Sure there are No people left in the Indoor Quad and West Addition	
Check for Out-Dated Posters on Bulletin Boards			
Exits and Stairways		Operations Office	
Ground Floor Exits and Stairways Open		All Radios Returned and Charging	
1 <sup>st</sup> Floor Exits and Stairways Open		Return Building Manager Keys	
2 <sup>nd</sup> Floor Exits and Stairways Open		Complete Daily Shift Report	
3 <sup>rd</sup> Floor Exits and Stairways Open		Operations Office Secured	
4 <sup>th</sup> Floor Exits and Stairways Open		Public Safety Called (x2121)	
Game Room Opening		Game Room Closing	
Sign Out Game Room Keys		Game Room Radio Charging	
Sign Out Game Room Attendant Keys to Attendant		Game Room Secured / Call Public Safety (x2121)	
Check Radio In Game Room		Game Room Deposit Made	
Roof Terrace (April through October)		Roof Terrace (April through October)	
Roof Terrace Doors Unlocked, Furniture Orderly		Roof Terrace Doors Locked, Umbrellas Closed	
Roof Terrace Hallway Lights ON		Roof Terrace Hallway Lights Off	
Sacred Space (204 EB)		Sacred Space (204 EB)	
Entrance to both sides of room open/unlocked		Entrance to both sides of room closed/locked	
Building Manager Initials			

# Restaurant Opening And Closing Shift Checklist

**Jody Pennette, Elizabeth Keyser**



## **Restaurant Opening And Closing Shift Checklist:**

The Complete Idiot's Guide to Starting Your Own Restaurant Howard Cannon, 2002 Offers advice on opening a restaurant including site selection marketing staff management menu pricing kitchen organization and cash overages *How to Open and Operate a Restaurant* Arthur Meyer, Mick Van Vann, 2013-07-02 The restaurant business is both an established field and also an evolving one Today more people eat out having less time to cook at home With the advent of the celebrity chef many people are interested in trying new and different foods The expansive cable television networks provide entertainment in the form of reality shows revolving around winning money to open a dream restaurant or be top chef The globalization of food distribution allows people everywhere to become familiar with ingredients never before available stimulating their interest in food as more than sustenance Dining out becomes entertainment as well as filling the need for nourishment With over 80 combined years of cooking experience Meyer and Vann have seen the trials of opening and running restaurants those they have worked in and those they have designed and helped to open They bring this expertise to *How to Open and Operate a Restaurant* and will take the reader through all the aspects of opening and running a restaurant including many examples of pitfalls to avoid rules to follow and guidelines for success *Restaurant Startup & Growth*, 2010 **The Best Shift of Your Life** Kathleen Wood, 2008-06-13 *The Best Shifts of Your Life* The Restaurant Managers Guide for Success Outside the Restaurant is a practical personal development book specifically designed to provide managers with a blueprint to advance their career and personal success Managers will find this fast paced and engaging book easy to relate to as it is based upon many of the practices and principles of successful restaurant operations Do you want more from your life and don't know where to start Are you in the midst of career transition Are you searching for your next step Are you looking for clarity about your life's direction If you answered yes to any of these questions *The BEST Shift of Your Life* is your book Combining real life experiences and practical steps anyone at any stage of their life or career can make the shift to live a rich and rewarding life The Opening Shift Understanding Your Shifts Today The Golden Hour Love Like and Dislike Checklist Timeframe Inventory The Mid Shift Developing the Best Shift of Your Life The Menu of Your Life Clarifying Your Life's Purpose Creating a Life Shift Plan The Closing Shift Delivering Your Best Shifts Growing ROOTines for Success Giving Back Action Plan Kathleen Wood an expert growth strategist for leaders and businesses shares her proven systems for creating the BEST Shifts of Your Life

**Full House, Short Staff** Sarah Thompson, 2024-08-06 Solve Your Staffing Woes and Elevate Restaurant Excellence In today's competitive restaurant industry staffing shortages aren't just a challenge they're a crisis Dive into *Full House Short Staff* Strategies for Restaurant Success and discover the practical strategies you need to not only survive but thrive amid the staffing storm With insightful analysis this indispensable guide examines the root causes of workforce shortages and their ripple effects on your daily operations Uncovering your establishment's unique strengths and weaknesses you'll receive actionable advice tailored to your specific needs Discover how to create an inviting work environment that attracts the cr me

de la cr me of local talent Learn innovative recruitment methods and effective interview techniques that streamline your hiring process ensuring you onboard the best candidates swiftly and efficiently Successfully retaining top talent is the dream of every restaurant owner and with comprehensive training programs continuous education and career development pathways it becomes your reality Explore the merits of cross training to achieve remarkable flexibility and employee engagement leading to a more motivated and cohesive team Enhance operational efficiency with the latest technological tools and design a menu that s not only cost effective but also a delight for customers Integrate inventory management systems that reduce waste and costs and implement customer service strategies that shine even with a lean staff Whether it s handling peak times managing finances or navigating legal intricacies this book covers all bases With chapters on crisis management and stories of real world restaurant successes you ll glean insights and inspiration to keep your business resilient This isn t just a book it s a masterclass in building a sustainable and prosperous restaurant in challenging times Elevate your establishment to new heights with these proven strategies and turn your staffing crisis into your greatest strength

**Wage and Hour Cases** ,2008 Text of opinions of Federal and State Courts and administrative tribunals under statutes relating to minimum wages maximum hours overtime compensation child labor equal pay wage stabilization with tables of cases

**Starting and Running a Restaurant** Jody Pennette,Elizabeth Keyser,2015-09-01 Around 90% of all new restaurants fail in the first year of operation Many owners think they have the perfect idea but they have terrible business plans location or other issues Idiot s Guides Starting and Running a Restaurant shows budding restaurateurs the basics of honing in on a concept to gathering start up capital to building a solid business plan You will also learn how to choose a great restaurant location select an appealing design compose a fantastic menu and hire reliable managers and staff In this book you get Introduction to basic requirements of starting a restaurant such as time management recognizing your competition choosing your restaurant concept and making it legal Information on building a solid business foundation such as a solid business plan a perfect location where to find investors and securing loans Suggestions on how to compose the perfect menu laying out the front and back of house and bar and choosing the must have necessities such as security alarms and fire prevention Techniques on how to hire and train your staff purchasing or renting supplies understanding costs and setting up your financial office and using social media as a marketing tool Secrets for keeping your customers returning running a safe restaurant managing employees and building your PR sales plan Pre opening checklists to ensure everything is ready by opening day Operational checklists and forms a successful restaurateur will need to manage their restaurant

*Restaurant Business* ,1975

*Hard Open* Jeff Lewis,2023-01-30 Do you have an idea for a business but don t know how to get started Have you started a business but have sort of lost your way Has your business run into financial trouble Are your business finances bleeding into your personal life Hard Open offers one entrepreneur s personal journey through the harsh realities of the small business world Jeff Lewis shares the lessons he learned first hand and candidly discusses the risks he took and the

costly mistakes he made which almost cost him everything The anecdotes throughout this account provide a very personal and engaging text that reveals the author's resilience humility and deep sense of integrity Throughout each episode the author offers his unique guidance for business planning and structuring wealth growth and management and financial protection that applies to a wide range of occupations health care professionals tradespeople independent contractors and a host of other occupations The advice approach ranges but it is grounded in vigilance and in good sense So whether you've subscribed to a get rich quick scheme been scammed by a crafty con artist failed to submit taxes to the Canadian government or just need some practical advice to get things sorted out or started right this text offers easy to understand counsel and hope for a successful business enterprise

**The Complete Idiot's Guide to Starting A Restaurant, 2nd Edition**

Howard Cannon, 2005-12-06 The recipe for a successful restaurant now revised In this revised edition aspiring restaurateurs will find everything they need to know to open a successful restaurant including choosing a concept and location creating a business plan finding the cash and much more New content includes information on tips tip outs and reporting for the entire staff choosing the best POS system setting up a bar and managing the wine list and making the bottom line look good long term Restaurants are a high risk venture but starting a bar or restaurant is still one of the most popular new business ventures Cornell Univ Mich State Overall industry sales are projected to hit 476 billion for 2005 a 4.9% increase The industry employs a workforce of 12.2 million in more than 900,000 restaurants nationwide National Restaurant Assn

**Supervision in the Hospitality Industry** John R. Walker, Jack E. Miller, 2009-01-09 Order of authors reversed on previous eds

**Hospitality Retail Management** Conrad Lashley, 2009-11-03 Hospitality Retail Management provides students and managers with a practical guide to managing units in hospitality retail organizations Customers rely on a particular chain of hotels restaurants or pubs to provide the same level of service and environment across the board This standardised service provides the customer with the security of knowing what to expect from that particular organisation However this standardisation allows little room for creativity for individual managers to respond to the particular needs of their local market There is a growing realisation that there is greater profitability if the chain can offer both standardised services across all its retail operations while at the same time allowing local managers the freedom to interpret the needs of its local market as they see fit Hospitality Retail Management shows managers and students how competitive advantage can be gained by adopting management techniques which are both tight and loose and demonstrates how you can manage businesses with well defined objectives while also allowing local managers to interpret their local market as they see fit Conrad Lashley has done extensive consultancy with companies such as McDonalds and uses case studies from these companies to reiterate key issues throughout the text

The Complete Restaurant Management Guide Robert T. Gordon, Mark H. Brezinski, 1998-12-31 This text offers tips about restaurant management It includes samples of menus with special promotions as well as techniques for controlling food production and costs Franchising catering changes in meat

grading labour management accounting and seating are also covered      **Modern Hotel Operations Management** Michael Chibili, Shane de Bruyn, Latifa Benhadda, Conrad Lashley, Saskia Penninga, Bill Rowson, 2019-11-22 A comprehensive and wide ranging introduction to operational hotel management this textbook brings together business administration management and entrepreneurship into a complete overview of the discipline Essential reading for students of hospitality management the book also benefits from online support materials      **The Restaurant** John R. Walker, 2021-12-02 THE RESTAURANT AN AUTHORITATIVE UP TO DATE AND ONE STOP GUIDE TO THE RESTAURANT BUSINESS In the newly revised The Restaurant From Concept to Operation Ninth Edition accomplished hospitality and restaurant professional John R Walker delivers a comprehensive exploration of opening a restaurant from the initial idea to the grand opening The book offers readers robust applications based coverage of all aspects of developing opening and running a restaurant Readers will discover up to date material on staffing legal and regulatory issues cost control financing marketing and promotion equipment and design menus sanitation and concepts Every chapter has been revised updated and enhanced with several industry examples sidebars charts tables photos and menus The ninth edition of The Restaurant From Concept to Operation provides readers with all the information they need to make sound decisions that will allow for the building of a thriving restaurant business The book also offers A thorough introduction to the restaurant business from the history of eating out to the modern challenges of restaurant operation A comprehensive exploration of restaurants and their owners including quick casual sandwich family fine dining and other establishments Practical discussions of menus kitchens and purchasing including prices and pricing strategies menu accuracy health inspections and food purchasing systems In depth examinations of restaurant operations including bar and beverage service budgeting and control and food production and sanitation An indispensable resource for undergraduate and graduate restaurant and food management services and business administration students The Restaurant From Concept to Operation Ninth Edition is also perfect for aspiring and practicing restaurant owners and restaurant investors seeking a one stop guide to the restaurant business      Change the Culture, Change the Game Roger Connors, Tom Smith, 2012-06-26 A fully revised and updated installment from the bestselling author of The Oz Principle Series Two time New York Times bestselling authors Roger Connors and Tom Smith show how leaders can achieve record breaking results by quickly and effectively shaping their organizational culture to capitalize on their greatest asset their people Change the Culture Change the Game joins their classic book The Oz Principle and their recent bestseller How Did That Happen to complete the most comprehensive series ever written on workplace accountability Based on an earlier book Journey to the Emerald City this fully revised installment captures what the authors have learned while working with the hundreds of thousands of people on using organizational culture as a strategic advantage      *Call Me Purple* Jim Parsons, 2013-08-13 Writing this book has not been a labor of love or a desire to become independantly wealthy but simply a personal account of my years spent in the restaurant industry and growth as a husband Father and fellow

human being The book's main theme is diversity in all its forms From the particular guests employees managers and all who will always be part of life's simple pleasure an escape from the daily grind of life of going out to eat If this lifetime of journey can spark a memory or stir an emotion within or satiate a curiosity then that is all the satisfaction I can hope for Remember life is about diversity compromise and acceptance in the spirit of this just Call Me Purple      *Sustainable and Environmental Quality Standards for Hotels and Restaurants* Frank Höchsmann,2022-04-12 The hotel and tourism industry is changing worldwide and is experiencing stormy times right now On the one hand we are dealing with the coronavirus pandemic on the other hand with the digitalization wave and changes in tourist and guest wishes We have taken on these great challenges and present you with sustainable and environmentally friendly quality standards for hotels and restaurants We have divided the quality standards into three reference books to make them handier The first part book contains quality standards for the management the second part covers quality standards for the hotel area and the third part the ones for the restaurant area This part contains the quality standards for the hotel accommodation reception and reservations housekeeping and maintenance as well as spa and wellness By implementing sustainable and environmental quality standards energy and water consumption is demonstrably reduced On the other hand the efficiency and motivation of the employees increases      **Food and Beverage Services & Operations** Manoj Kumar Yadav,2025-02-19 Food and Beverage Services Operations is specially written for the students and industry professionals who would work or are working in the food and beverage divisions of hospitality organizations The book is divided into two parts Part I is on Food and Beverage Service Operations which discusses topics like catering services restaurant services room services banquet services food services meals and menus Gu ridon services range of alcoholic non alcoholic beverages wine world beers white spirits brown spirits tobacco products cocktails sales and revenue control systems and so on Part II is on Food Production Operations which discusses topics on kitchen management principles of cooking various kinds of vegetarian and non vegetarian cookery SSSS Soups Stocks Sauces Salads basic commodities gravies and curries garnishes food plating cold kitchen nutrition hygiene and safety With its wide coverage and approach to the subject the book will serve as a complete standalone resource for students chefs and food beverage service professionals      **The Food Service Manager's Guide to Creative Cost Cutting** Douglas Robert Brown,2006 This step by step guide will take the mystery out of how to reduce costs in four critical areas food beverage operations and labor

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