

## RESTAURANT SUCCESS

# The Pre-Shift Meeting in 9 Steps

- 1** Use the opportunity to do a pep talk or deal with small difficulties
- 2** Test the staff on product knowledge
- 3** Introduce any new staff to the team
- 4** Explain the layout of the night
- 5** Inform the team of special requests or booking instructions
- 6** Have your chef inform the dining room staff of anything missing on the menu, specials, or anything that needs to be pushed
- 7** Have your chef transmit all of the information to the kitchen staff
- 8** Have your bartender inform the team of products that are not available for the evening
- 9** Give the staff instructions on how to operate for the evening