**BEFORE MEAL SERVICE**

Clock in using the iPad next to the ice machine

Review all service notes and the timeline for the evening’s event

Check in with the food manager or coordinator to be assigned a task

Help set up and prepare both buffet and family style service tables

In the front room and in the kitchen, empty garbage cans and recycling. Help prepare the kitchen and front of house as directed and/or needed

Check bathrooms and refill and/or clean as needed

Assist the bartenders in preparing for the crowd if needed

Help clean and put away dishes

**DURING MEAL SERVICE**

Take out food to both buffet and to family style service tables once coordinator okay’s dinner start

Watch buffet line to keep things stocked as needed

Change pans at 2/3 empty

Help clean and put away dishes in the kitchen once everyone is through buffet line and head and family tables are taken care of

Check garbage cans and recycling in kitchen and in barn area

**AFTER MEAL SERVICE**

Begin bussing tables and cleaning up barn area

Help clear the buffet line and put away food, pans, and tables

Help with breaking down tables for the dance

Wash and clean dishes and other serving items

Check bathrooms and empty all trash in kitchen, bar area, and barn area

Check in with coordinator and food manager and bartenders to see if anything is needed

Clock out

**NOTES FOR SERVICE**

When engaging with customers, please smile and always be polite. Feel free to engage them in conversation, if time allows, and enjoy yourselves with our farm guests.

When bussing, ask the following at all times:

* “May I take your plate?”
* “Are you finished with your meal?”
* “May I take this for you?”

When people thank you, please respond with “Of course” or “Happy to.” Please try to avoid saying “No problem” in response to “thank you.” If there are any problems or complaints, please acknowledge them politely and tell the guest that the coordinator will come talk to them. Get the wedding coordinator to talk to the person with the complaint.