



**VESPERMAN**  
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# VESPERMAN FARMS EMPLOYEES

## Information for Weddings & Events

Last Updated: May 2020

### KITCHEN CHECKLIST

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#### 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.