

Caves Weekly Newsletter

Perspectives From Last Week (All)

- Quieter week this week again—we have some nice weather coming up this weekend (Friday-Monday) so please make sure those outdoor tables are ready to go, and that they have all of the items they need when they get sat (menus, water, silverware, plates/hapkins).

Goals for Coming Week/Misc. Notes for Staff (All)

- Whether it's good or bad, food feedback **needs to be communicated to the kitchen when you write it on the log**. The kitchen needs to be aware of the quality of our items in case something needs to be fixed.
- We are aiming to have a FOH staff meeting in the next couple of weeks to talk about wine education, service, and adjustments to flow that we are making to ensure that we are not sacrificing the non-negotiable aspects of Caves which is our hospitality and service.
- A reminder that the food credit is applicable to an entree equivalent only—not every item on an employees tab, or multiple large plates. If you want a bowl of soup and some brussels sprouts, that could count as an “entree”. If you order a souffle and a pretzel plate, only one of those items should be discounted. Same goes for Brunch—an eggs benedict and a Croque Madame cannot both be discounted. We'll check in with folks to make sure there aren't any questions, but please remember to use this appropriately.
- **When closing out your food tab (Servers) it should be discounted by a manager or bartender first, then closed out under your own name, not transferred to the bar to be closed out.** If you plan on sitting down after shift to get more food and/or a beverage, then it can be transferred, but any tabs that are just being cashed out should be done so under your own sales and name. If you have questions, ask Goody.

Focus Points (All)

- **ALL:** Once again, this week we are ALL focusing on being **ready to roll and set up for success before our doors open/service starts**. BOH, make sure your stations are stocked, clean, and organized, and that dishes are mostly caught up so that you are prepared for a busy pop right off the bat. FOH, ensure that tables are set, ambiance is adjusted, music is on, and menus are ready (and you are prepped with aprons on) at least 5 minutes before open. If you find that scheduled “in-times” make this tough, please connect with Patrick, Sarah, or Goody so that we can help make adjustments!
 - A note on this, we allow people to clock in 10 minutes before their scheduled time so that you can use this time to check on what items have numbers in, where the oysters are from, what the donut is, what we are out of, etc. We expect everyone to know these things before stepping on the floor to start tables.
 - We will be updating the white board in the back more often and expect all staff to check this before starting their shift. If you have any suggestions on what you would like to see on the board, please let a manager know!

From the Kitchen (Sarah, Patrick)

- No new items this week! We are making a slight tweak to the creme fraiche dressing for the Farm Greens to pull out the cayenne and prevent it from getting too spicy.

From the Bar (Goody)

- **NEW BEERS/WINES:**
 - Nothing new this week! Wine education will go out either Friday or Sunday, so keep your eyes peeled.