

## Floor Charts

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### Introduction:

Floor Charts, which should be posted at each Server Station prior to the specific shift, are used to assign Servers their section for the meal period and to assign side work. Using the floor chart allows the Manager to smoothly transition Servers during shift changes.

When assigning sections, take into consideration the number of tables each Server can handle with our standard Golden Rules of Hospitality. Rotate section assignments by the week, not the day; for example, a Server assigned to Section 100 this Monday should be assigned to Section 200 next Monday. Always ensure that each Server is capable of handling his or her assigned section. Review the Server Floor Chart OnDemand video as needed.

### Directions:

The Training Manager will provide you with blank floor charts. Complete the floor charts for 2 shifts with minimal guidance from the Training Manager. Once the Training Manager or the Manager on duty approves the chart, use it for that shift. Note any changes needed and incorporate them into the next floor chart. Enter this information in the Floor Charts Comment Box on the online syllabus.

Chart	Completed	Date	Notes
Floor Chart	<input type="checkbox"/>		
Floor Chart	<input type="checkbox"/>		