



The City of Greenville, South Carolina
Public Notice

To: Property Owners, Owners of property located within 300 feet of the following Applications, and Neighborhood Association Representatives
From: Planning & Development Division
Subject: Conditional Use Applications for Administrative Review
Date: January 12, 2018

The following applications are currently under review by the Planning & Development Division:

CU 18-016. Application by Shawn Williamson for "Toast" for a Conditional Use Permit to operate a nightclub to be open after midnight at **610 Congaree Rd**, in the C-3, Regional Commercial District (TM# 0260000100911)

CU 18-020. Application by Doug Cross "Gather GVL" for a Conditional Use Permit to operate a food service collective with bar, restaurant and event venue at **126-128 August St**, in the C-4, Central Business District (TM# 0088000101400)

You are invited to review documents relating to the applications on file in the Planning and Development office on the 6th floor of City Hall, 206 South Main Street, Greenville, between 8:00 AM and 5:00 PM, Monday through Friday. Some documents may also be reviewed online at www.greenvillesc.gov/1182/Conditional-Use-Submissions. For assistance, call the office at 864.467.4476.

A public comment period for these applications is open for 15 calendar days from the date of this letter. Written comments may be submitted to:

City of Greenville
Planning & Development
PO Box 2207
Greenville, SC 29602

Fax: 864.467.4510
Email: planning@greenvillesc.gov

Please reference the application number and include your name, address, and contact information on all correspondence. Comments received prior to a decision will be made part of the public record.

The Administrator will make a decision as to whether the request conforms, or does not conform, to the criteria enumerated in the application and found in Section 19-2.3.6 of the City Code. If a request is granted, conditions of approval may be included in order to address any related impacts of the use. Upon approval, Staff will prepare a Conditional Use Permit which shall be maintained on the premises with other related inspection, licensing, and occupancy information.

Notice of the Decision will be posted to www.greenvillesc.gov/1182/Conditional-Use-Submissions. Anyone having a substantial interest affected by the Decision may appeal by filing a written notice and application form to the City of Greenville Board of Zoning Appeals within ten (10) business days of the date of the Decision.



city of **greenville**

Office Use Only:

Application# CU18-016

Date Received 1-4-18

Fees Paid _____

Accepted By YB

APPLICATION FOR CONDITIONAL USE CITY OF GREENVILLE, SOUTH CAROLINA

APPLICANT / PERMITTEE: Shawn Williamson Owner
*Operator of the proposed use; Name Title / Organization
permit may be limited to this entity.

APPLICANT'S REPRESENTATIVE: _____
(Optional) Name Title / Organization

MAILING ADDRESS: 465 Brickell Ave 2604 Miami Fl 33131
PHONE: 786-286-5755 EMAIL: shawn_wmsn@mac.com

PROPERTY OWNER: ?
MAILING ADDRESS: 495 S Pleasantburg Greenville SC 29607
PHONE: 864-238-0988 EMAIL: _____

PROPERTY INFORMATION

STREET ADDRESS: 610 Congaree Rd
TAX PARCEL #: 02600001-00911 ACREAGE: 1.6 ZONING DESIGNATION: C-3

NAMOUZ INC 026000-01-00911 **REQUEST**

owner Refer to Article 19-4, Use Regulations, of the Land Management Ordinance (www.municode.com/library/)

DESCRIPTION OF PROPOSED LAND USE:

Said property is under the regulations, and is not out of regulation of the land management ordinance.
Night Club

INSTRUCTIONS

1. The application and fee, made payable to the City of Greenville, must be submitted to the planning and development office during normal business hours.
2. The applicant/owner must respond to the "standards" questions on page 2 of this application (you must answer "why" you believe the application meets the tests for the granting of a conditional use). See also Section 19-2.3.6, Conditional Use Permit, for additional information. You may attach a separate sheet addressing these questions.
3. For conditional use requests for nightclubs/bars, event venues, or businesses operating after midnight, the applicant must also submit the Zoning Compliance Application for Establishments Serving Beer, Wine, or Liquor.



city of greenville

Zoning Compliance Application

Establishments Serving Beer, Wine, Or Liquor

Applicant

Name Shawn Williamson Phone 786-286-5755

Mailing Address 465 Brickell 2604 Miami FL 33131

Email shawn_wmsn@mac.com

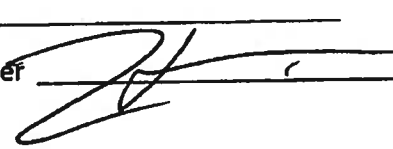
Signature of Applicant  Date 1/4/18

Property Owner

Name Zoher Namouz Phone 864-238-0988

Mailing Address 1 495 S Pleasantburg Greenville SC 29607

Email _____

Signature of Property Owner  Date 1/4/18

Property Information

Address 610 Congaree Rd

TMS# 026000110091 Zoning District Designation C-3

Description of Proposed Use

Provide details for each of the following, as applicable, on a separate sheet:

Not provided @ Submitted

Operating Plan

1. Type of Use (Restaurant, Nightclub, Event Venue, Etc.)
2. Days and Hours of Operation
3. Staffing Schedule →
4. Kitchen Equipment Schedule →
5. Menu and Hours of Food Service →
6. Parking for Customers and Employees →
7. Designated Smoking Area →
8. Type of Entertainment and Duration →
9. Closing / "Last Call" Procedures →

Seating Plan

1. Provide a floor plan, drawn to scale, by a registered South Carolina architect. The plan must demonstrate the proposed occupancy with calculations based on the current adopted building code.
2. Schedule a feasibility inspection of the property: 864.467.4457

Security Procedures

1. Number and Type of Designated Security Staff
2. Training / Certification of Staff
3. Specific Duties / Responsibilities of Staff
4. Entry / Exit / Re-Entry Procedures
5. Crowd Management
6. Crime Prevention through Environmental Design (CPTED)

Business Plan

1. Business Plan Summary: Target Audience, Theme, Objectives / Goals
2. Projected Revenue: % Alcohol Vs. Food Sales
3. Fees For Entry / Membership / Entertainment
4. Status Of City Business License Application
5. Status Of SCDHEC 'Retail Food Establishment' Permit, If Applicable
6. Status Of Abl-901 Application To SC Department Of Revenue
7. Provide Documentation That Sled Requirements Have Been Met



city of greenville

Provide a response for each of the following:

1. Describe the ways in which the proposed use is consistent with the comprehensive plan. The proposed is consistent with and compatible with the current flow, and business that are all in operation.

2. Describe the ways in which the request is appropriate for its location and is compatible with the character of existing and permitted uses of surrounding lands and will not reduce the property values thereof.
This was previously also a bar/nightclub we are just following in that blueprint
this is in a commercial space that is similar to surrounding businesses so it will not be changing any property values negatively or detrimental affects.

3. Describe the ways in which the request will minimize adverse effects on adjacent lands including: visual impacts; service delivery; parking and loading; odors; noise; glare; and, vibration. Describe the ways in which the request will not create a nuisance.
This will not minimize or have any adverse effects or cause any nuisance. The property is already there and will not hinder traffic, there is sufficient parking, etc

Meet With the Technical Advisory Committee

Applications for Zoning Compliance will be reviewed by the Technical Advisory Committee (TAC), a City Staff committee comprised of representatives from the following City Departments and appointed by the City Manager:

Building Codes and Inspections	Police
Business Licensing	Fire
Economic Development	Planning
Public Information and Events	Legal

The Technical Advisory Committee convenes once-a-month to meet with Applicants and review Conditional Use Permit applications that may be granted by the Zoning Administrator. This process promotes a more comprehensive understanding of the Applicant's proposal, which in turn conveys a more comprehensive understanding of the multiple Departments' operating requirements and expectations.

The Applicant, Business Owner, and Property Owner (if different) are required to attend a regularly scheduled TAC meeting prior to granting a Conditional Use Permit. Managers and anyone involved in operating the business are also encouraged to attend. The meeting date, time, and exact location within City Hall will be confirmed upon submittal of this application to the Planning and Development office on the 5th floor of City Hall.

Toast Bar and Lounge Plan of Operation

The Full Run Down

Toast is a trendy upscale lounge with a warm, welcoming environment that is designed to be enjoyable for all of our guests. We feature the best in Live Entertainment weekly . We are known for offering over 50 mouth-watering signature cocktails, fine wines & spirits, and delicious tapas style bites served on you guessed it, Toast !!

Toast caters to professionals who desire after-work cocktails at our Souther Hospitality 'Happy Hour' because we offer intising discounts on our entire menu. The laid back and sultry happy hour vibe smoothly changes as the live music and entertainment stimulate our guests to enjoy the atmosphere of this southern style joint.

Hours of Operation:

Monday-Thursday: 2pm-2am, Friday-Saturday: 2pm-3am, Sunday: 4pm-2am.

Shifts

There are 2 working shifts during operating hours
1 shift starts at 12:30 and ends at 9:30
2 Shift starts at 8:pm and ends at 3:am
overlapping hours for prep and breakdown closing operations

on a single shift the staff will be comprised of

1 manager, 3 bartenders (*one outside 2 inside*), 1 waitress, 1 bussers, 2 barbacks ,
3 security guards (*one outside 2 inside*)

The Staff

Our friendly and homegrown staff is comprised of

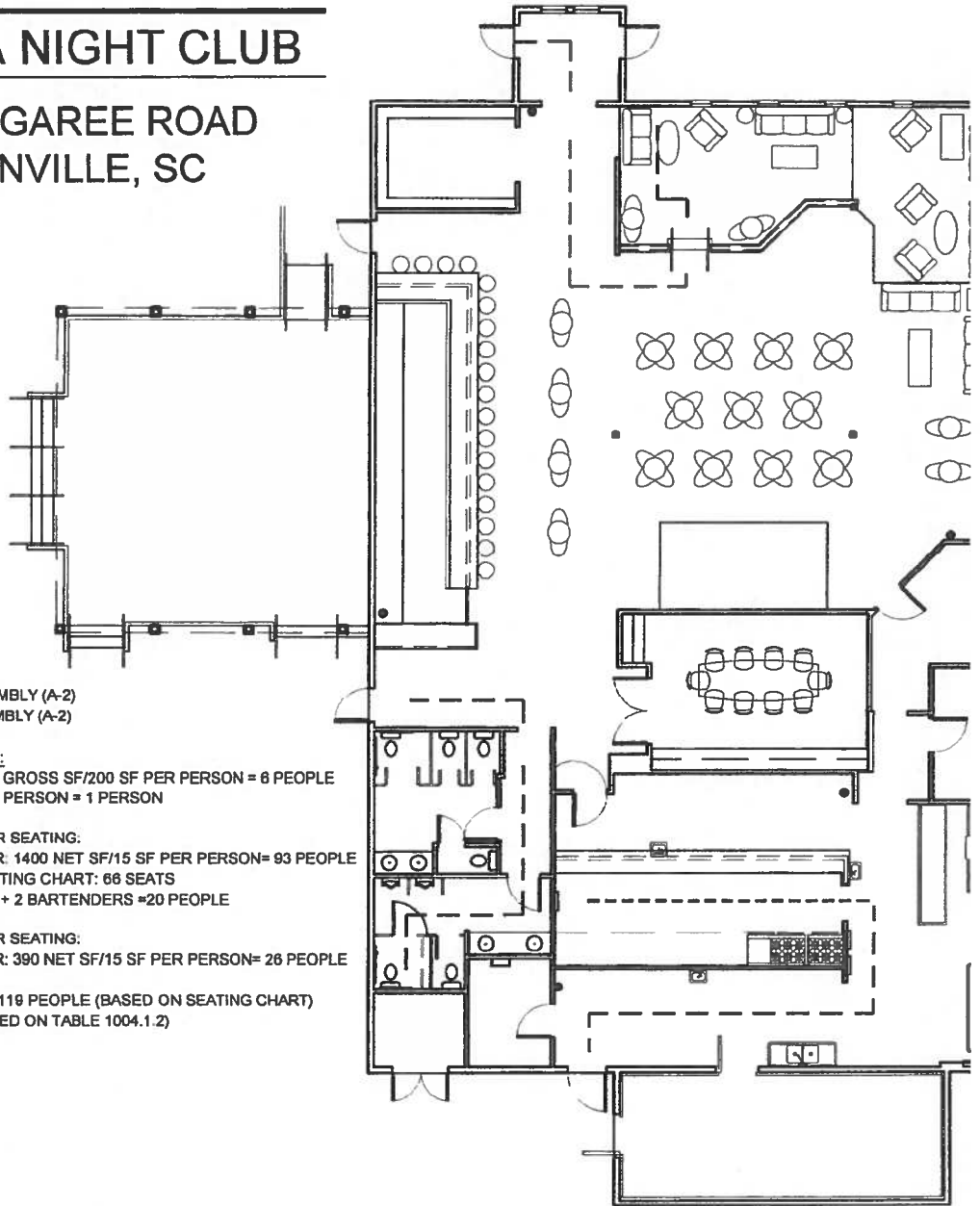
1 General Manager
2 Support Management
5 Bartenders
3 Bar Backs
2 Waitress
2 Bussers
4 Security support staff

Venue Seating Plan

All customer seating will be fixed please use the chart below for reference

TOAST A NIGHT CLUB

610 CONGAREE ROAD
GREENVILLE, SC



OCCUPANCY

PREVIOUS TENANT: ASSEMBLY (A-2)
CURRENT TENANT: ASSEMBLY (A-2)

OCCUPANT LOAD (TENANT SPACE):

KITCHEN (TABULAR): 1073 GROSS SF/200 SF PER PERSON = 8 PEOPLE

OFFICE: 66 SF/100 SF PER PERSON = 1 PERSON

DINING ROOM:

TABLE AND CHAIR SEATING:

TABULAR: 1400 NET SF/15 SF PER PERSON = 93 PEOPLE

PER SEATING CHART: 66 SEATS

BAR SEATING: 18 + 2 BARTENDERS = 20 PEOPLE

EXTERIOR TERRACE

TABLE AND CHAIR SEATING:

TABULAR: 390 NET SF/15 SF PER PERSON = 26 PEOPLE

STAFF: 10 PEOPLE

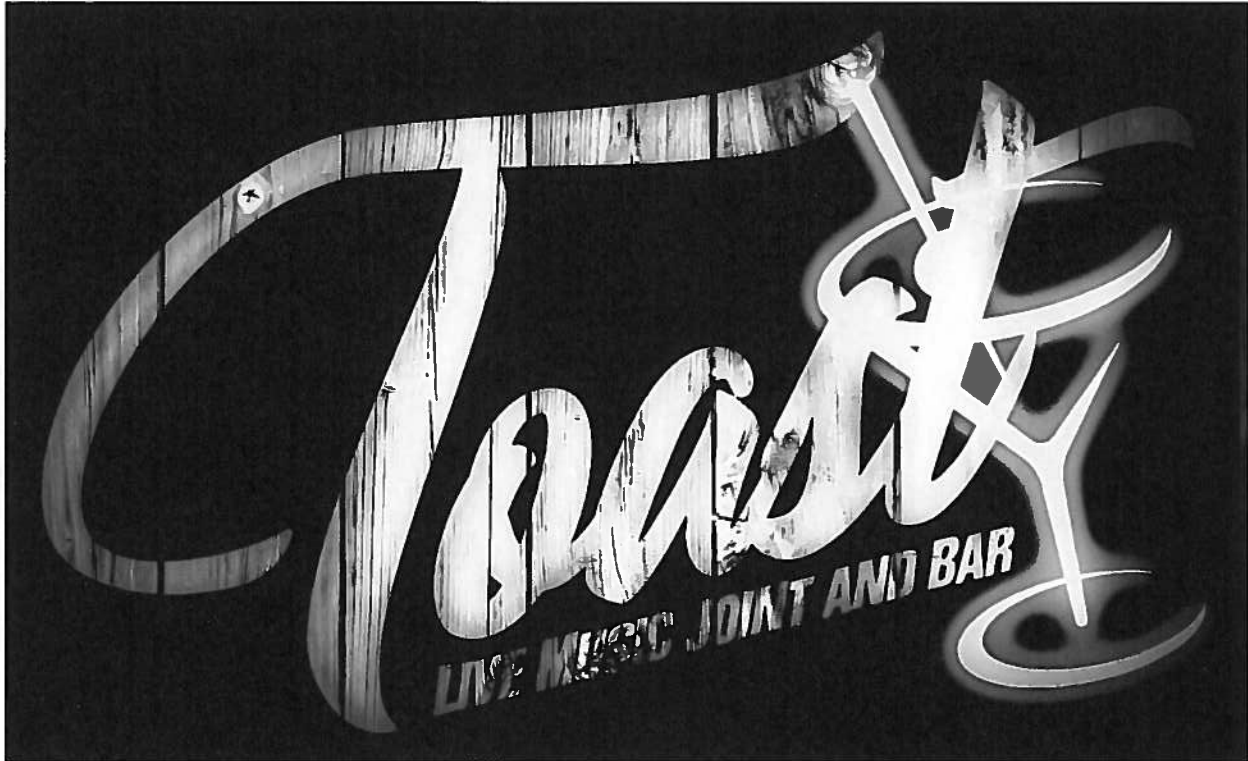
TOTAL OCCUPANT LOAD: 119 PEOPLE (BASED ON SEATING CHART)

147 PEOPLE (BASED ON TABLE 1004.1.2)



Life Safety Management Plan

Emergency planning and training directly influence the outcome of an emergency situation. Facilities with well-prepared employees and well-developed preparedness plans are likely to incur less structural damage and fewer or less severe employee injuries.



1. Goals
2. Objectives
3. Responsibilities
4. Life Safety Prevention Management Processes
 - a. Fire Protection for members, employees and guests
 - b. Inspecting, Testing, and Maintaining Fire Protection Systems
 - c. Fire Response Plan
 - d. Compliance with the Life Safety Code
 - e. Fire Drills
 - f. Reporting and Investigating Deficiencies, Failures, and User Errors.
 - g. Monitoring of Performance

5. Orientation and Annual Refresher Education and Training Program
 - a. Staff
 - b. Programs
6. Hazardous materials handling, storage and spill prevention/clean up
7. Control of Combustible loading
8. Housekeeping

1. **Goals.** To provide a fire-safe environment of care and to protect members, guests, staff, visitors, and property from fire, smoke and other products of combustion. These goals are consistent with the Toast mission to provide a safe working environment to the staff.

2. **Objectives.** This plan addresses two important aspects of fire safety: prevention and emergency response. The primary objectives of this plan are:

- a. Ensuring compliance with applicable regulatory requirements, standards and guidelines, manufacturers' recommendations, and local fire protection authorities.
- b. Implementing effective fire prevention and emergency response procedures.
- c. Implementing a preventive maintenance program for all fire safety equipment and a building maintenance program for selected apparatus, such as smoke and fire doors, wall penetrations, and kitchen hoods.
- d. Conducting fire safety training and supervising staff activities to reduce the possibility of fire and its effects should one occur.
- e. Using the Statement of Conditions as an ongoing management tool for assessing compliance with the Life Safety Code.
- f. Developing Plans for Improvement to resolve life safety deficiencies.
- g. Implementing Interim Life Safety Measures (ILSM) whenever serious life safety deficiencies exist and whenever life safety is diminished during construction.

3. Responsibilities.

- I. The Head of Security, Chief Engineering and the Bar Manager are responsible for developing, implementing, and monitoring this plan. The Head of Security focuses on the human aspects of fire safety such as safe work practices and emergency response and evacuation. The Chief Engineering focuses on the physical aspects of fire safety such as operability of fire safety equipment and the design, construction, and maintenance of buildings.
- II. Bar Manager, Head of Security and Chief Engineering provided input into the development and implementation, and maintenance of the Life Safety Prevention Management Program.

- III. Head of Security and Chief Engineering are responsible for developing department-specific fire prevention standing operating procedures (SOPs) and implementing and monitoring Bar-wide Fire Prevention Program and department-specific Fire Prevention SOP.
- IV. All staff are responsible for obeying fire safety rules and participating in fire exit drills

4. Life Safety Management Processes.

a. Fire Protection for Members, Employees and Guests.

- b. Testing and maintenance programs for fire protection systems and safety equipment.
- c. Continuous identification and correction of life safety deficiencies through a building maintenance program, life safety assessment program, and plans for improvement.
- d. Procurement of flame resistant, bedding, draperies and other curtains, furnishings, decorations, and other equipment.
- e. Training and education programs that address assignment of specific duties, use and function of fire alarm systems, transmission of alarms, containment of smoke and fire, fire extinguishment, transfer to areas refuge, and preparation for building evacuation.
- f. Conduct of periodic fire drills to reinforce fire safety training programs.
- g. Enforcement of the Toast No Smoking Policy.

B. Inspecting, Testing, and Maintaining Fire Protection System.

- a. The Chief Engineering maintains operation plans, which provide guidance for the maintenance, testing, and inspection procedures for the fire protection systems. As listed in page 5 and 6 of this manual.

Summary of Fire Protection Systems Maintenance, Testing and Inspection		
Equipment	Frequency	Standards
Fire Detection and Alarm Systems		
Supervisory signal devices listed in NFPA 7-7.2.1, except valve tamper switches	Quarterly (Annually if a Smart System is installed)	NFPA 101, Life Safety Code, Section 7-6
Valve tamper switches and water flow devices	Semi-annually	NFPA 25, Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
Duct detectors	Annually	
Electromechanical releasing devices	Annually	
Heat detectors	Annually	
Manual fire alarm boxes	Annually	
Smoke detectors	Annually	
Occupant alarm notification devices (audible and visible devices)	Annually	NFPA 70, National Electrical Code
Off-premises emergency forces notification and transmission equipment	Quarterly	NFPA 72, National Fire Alarm Code
Water-based Automatic Fire Extinguishing Systems		
Main drains	Annually, an all system risers	NFPA 20, Centrifugal Fire Pumps
Fire department connections	Quarterly	NFPA 25, Water-Based Fire Protection Systems
	Monthly	
Standpipe occupant hoses	Hydrostatically tested New – 5 years Existing – 3 years	
Standpipe systems	Water flow tests at least every 5 years	NFPA 1962, Fire Hose Care, Use
Dry Chemical Suppression Systems		
Kitchen automatic fire extinguishing systems	Semiannually	NFPA 96, Commercial

Summary of Fire Protection Systems Maintenance, Testing and Inspection		
Equipment	Frequency	Standards
Carbon dioxide and other automatic fire extinguishing systems	Annually	Cooking Operations NFPA 12, Carbon dioxide Systems NFPA 17, Dry Chemical Extinguishing Systems
Portable Fire Extinguishers		
Portable fire extinguishers	Inspected monthly Maintained annually	NFPA 10
Smoke and Fire Management Systems		
Smoke and fire dampers	Operated for full closure, every 4 years	NFPA 90A, Air Conditioning Systems
Automatic smoke detection shutdown devices for air handling equipment	Annually	NFPA 80, Fire Doors and Fire Windows
Sliding and rolling fire doors	Annually	

C. Fire Response Plan.

- a. Fire Response Plan is contained in the EDNA program. The plan addresses, but is not limited to, the following:
 - a. Bar-wide fire response
 - b. Area-specific needs including fire evacuation routes
 - c. Specific roles and responsibilities of staff, guests and members at a fire point of origin
 - d. Specific roles and responsibilities of staff, guests and member away from the fire's point of origin
 - e. Specific roles and responsibilities of staff, guests and members in preparing for building evacuation.

D. Compliance with Life Safety Code

- a. The Chief Engineering is responsible for making sure that sufficient progress is made towards the completing corrective actions in a timely

manner. The Chief Engineering develops the plans for improvement (PFI) and makes corrective actions when buildings do not comply with the Life Safety Code. If required, the PFI will include all of the following:

- a. Corrective actions
 - b. Total cost of corrective actions
 - c. Estimated completion date
 - d. Documentation.
- b. The Chief Engineering uses a Building Maintenance Program to manage life safety equipment that is subject to routine failure. The program includes processes for establishing inspecting and testing frequencies, data collection and analysis, program evaluation for effectiveness, and program improvement. The following life safety equipment is included in the Building Maintenance Program:
- a. Smoke and fire doors
 - b. Smoke and Corridor walls
 - c. Exit signage
 - d. Egress lighting
 - e. Grease producing devices

E. Fire Drills.

- a. The Head of Security and Chief Engineering conducts and documents Fire Drills, according to EDNA. The Fire Response Plan is contained in the Emergency Developed Need Assistant
- b. Fire Drills are conducted quarterly on all shifts.
- c. At least 50% of the required drills are announced.
- d. Staff in all areas of the building must participate in the fire drill.
- e. All fire drills are critiqued to identify deficiencies and opportunities for improvement.
- f. The effectiveness of the fire response training is evaluated at least annually.
- g. During fire drills, staff knowledge is evaluated on the following
 - 1. When and how to sound fire alarms
 - 2. When and how to transmit for off-site fire responders
 - 3. Containment of smoke and fire
 - 4. Transfer of members and guests to areas of refuge

5. Fire extinguishment
6. Specific fire response duties
7. Preparation for building evacuation

<i>Individual Fire Drills Employee Evaluation Form</i>	Quarter 1 2 3 4	Date
	Needs Work	Satisfactory
When and how to sound fire alarms		
When and how to transmit for off-site fire responders		
When and how to transmit for off-site fire responders		
Containment of smoke and fire		
Transfer of members and guests to areas of refuge		
Fire extinguishment		
Specific fire response duties		
Preparation for building evacuation		

Fire Prevention Management Program Performance Measures			
Performance Standard	Performance Indicator	Justification for the Selection of the standard	Source of Data
95% of departments will respond to fire drills satisfactorily	Percent of satisfactory fire drills	Assessment of staff knowledge, skill, and training	Fire drill after action reports
95% of fire safety equipment (smoke, fire, corridor, linen and trash chutes doors close and latch properly; exit lights are lit; smoke and fire wall penetrations are properly sealed; means of egress are free of snow and ice; and kitchen exhaust hoods and ducts are clean and maintained	Percent of equipment that fails to operate satisfactorily	Assessment of inspection, preventive maintenance and testing of equipment	Inspection reports

F. Reporting and investigating Deficiencies, Failures, and User Errors.

- a. Processes for identifying deficiencies, failures, and errors include semiannual safety surveillance surveys, security rounds, Installation Fire Department inspections, routine building maintenance inspections, periodic life safety assessments to update the Statement of Conditions, inspection, testing, and maintenance activities and fire drills
- b. Personnel may report deficiencies and problems via work order requests using order work sheet, located in the first floor and fifth floor, Employee Report of Alleged Unsafe or Unhealthful Working Conditions Report. The Chief Engineering and the Bar Manager investigate and document deficiencies, failures, and errors and ensure corrective actions are taken to prevent recurrence.
- c. The Assistant General Manager, Bar Manager, Head of Security and Chief Engineering reviews summary reports of life safety deficiencies, failures, and user errors and recommends corrective actions as necessary.

G. Monitoring of Performance.

- a. Performance monitoring is used to identify areas of concern and strengths in the Life Safety Program.
- b. Identify or determine actions necessary to address areas of concern.
- c. Assess actual compliance with relevant fire security standards.
- d. Identify at least one measurable performance improvement standard to monitor performance regarding actual or potential risk related to one or more of the following.
 1. Staff knowledge and skills
 2. Level of staff participation
 3. Monitoring and inspection activities
 4. Emergency and incident reporting
 5. Inspection, preventive maintenance, and testing of equipment
- e. Consider high-risk, high-volume or chronic problems when developing performance standards to better focus limited resources.
- f. Set desired goals or benchmarks and develops and implements data collection and reporting procedures.

H. Annual Evaluation.

- a. *The Head of Security and Chief Engineering evaluate the management plan and present the evaluation to the Assistant General Manager and Toast Manager for review and approval each January. In performing the annual review, they use a variety of sources such as inspection and audit results, accident/incident reports, and employee reports of unsafe or unhealthy working conditions.*
- b. The annual evaluation includes an assessment of the plans.
 1. The annual review is used as an opportunity to develop or modify programs, plans, and policies; identify and implement additional or more effective controls; and enhance the Employee Orientation and Annual Refresher Training Programs.
 2. Objectives. An annual assessment is made to determine if the objectives were met.
 3. Performance. Review of performance standard(s) is made to determine the level of performance and whether the level of performance is acceptable.
 4. Effectiveness. An acceptable level of effectiveness is determined by attaining success in meeting objectives and producing a satisfactory level of performance

**I. Orientation and Annual Refresher Education and Training Program.
The orientation and education component pertaining to safety
addresses the following criteria:**

Employees

- a. Fire prevention
- b. Building compartmentalization and defend-in-place concepts
- c. Fire evacuation routes and areas of refuge
- d. Use and function of the fire alarm systems.
- e. Building evacuation procedures and location and use of evacuation equipment.
- f. Actions necessary to contain smoke and fire.
- g. Building evacuation procedures and location and use of evacuation equipment.
- h. Actions necessary to contain smoke and fire.
- i. Generally, new employees are scheduled to attend orientation within 30 days of hire.

Education

1. Supervisors provide worksite-specific orientation and annual refresher training.
2. All training is documented in the staff competency folders.

Training Requirements: Any Toast employee working with any of the hazardous materials listed above must receive Hazard Communication Training, also known as "Right-To-Know Training". Toast will provide general hazard communication training; however, supervisors must train subordinates about specific hazards in their areas.

First Aid Procedures:

Eye Contact: If a chemical has been splashed into the eyes, immediately wash the eye and inner surface of the eyelid with copious amounts of water for 15 minutes. Check for and remove any contact lenses at once. Seek medical attention immediately.

Ingestion: Consult MSDS, a chemical first aid manual or call the SC Poison Control Information Center at 803-777-1117. Follow directions and seek medical attention immediately.

Minor Skin Contact: Promptly flush the affected area with water and remove any contaminated clothing. If symptoms persist after washing, seek medical attention.

Major Skin Contact: If chemicals have been spilled over a large area of the body, quickly remove all contaminated clothing while using the shower. Repeat if pain returns. Wash off chemicals by using a mild detergent or soap and water, do not neutralize chemicals or apply salves. Seek medical attention immediately.

Remember that for some chemicals, such as hydrofluoric acid, effects resulting from exposure may not become apparent until hours or days later. Consult the MSDS for any chemical to which someone has been exposed, even if no immediate injury is apparent.

If clothing is on fire, help the individual to the floor and roll him around to smother the flames. If a safety shower is immediately available, douse the person with water; running to a remote shower will only fan the flame.

Fire blankets are primarily used as a first aid measure for prevention of shock rather than against smoldering or burning clothing. A fire blanket may direct flames toward the face.

ACCOMMODATIONS FOR SMOKERS

Smoking will only be allowed in our outdoor seating area (outdoor patio and bar)

PARKING

The Parking area of Toast can Accommodate over to 60 Cars due to the location in a shopping plaza and the ability to utilizes the plazas provided parking lot

LIVE ENTERTAINMENT VENUE

Toast will feature live music and entertainment such as, Jazz trios & Quartets, Cover Bands, Djs, Comedians, and Poetry/Book Readings. This entertainment is part of the establishments core concept. There will not be tickets or cover charges for this entertainment. Live entertainment will be offered 2 times a week.

Opening & Closing Procedures

The duty of the opening bartender is to ensure the bar is set up properly by opening time with or without the assistance of a bar back. During the shift a bartender should be able to work without running out of any essential supplies such as beer, wine, liquor, juices, glassware, garnishes, etc. Correct and proper set up is essential to delivering efficient service. There should be enough mise en place for the next shift, which means the opening bartender should continue to prep throughout their shift. The opening checklist must be followed and signed off on by both the bartender and manager. Management will also provide a Daily Prep List to ensure everything is stocked to the proper par levels.

All team members are expected to work neatly, keeping their work area clean and organized. More importantly, team members are expected to work as a team. While everyone has their designated job functions they are not limited to these responsibilities alone. Team work is the only true way to operate a successful establishment. Shouting or yelling is never an acceptable form of communication; remember everyone is invested in the success of the restaurant so help each other wherever and whenever possible.

Stations should be broken down and closed as business begins to decline leaving the most productive station for last. Make sure that closing a station is done in a discreet and quiet manner so as not to impede on the dining experience of any remaining guests. The closing bartender must leave the bar and liquor storage areas clean, restocked and well organized ensuring the opening bartender is set and ready to succeed the following morning. Any duties assigned on the cleaning schedule should be fully completed and just as for opening, there is a closing checklist that must be followed and signed off by both the closing bartender and manager.