**\*\*INITIAL/CHECK OFF WHEN COMPLETED\*\***

**Opening/Mid-Day Checklist**

\_\_\_\_\_\_\_\_\_\_\_ ---**CLOCK IN :)**

 **MACHINERY: (initial when completed)**

\_\_\_\_\_\_\_\_\_\_\_ ---Turn on both ovens (325 degrees)

\_\_\_\_\_\_\_\_\_\_\_ ---Turn on warming oven

\_\_\_\_\_\_\_\_\_\_\_ ---Turn on TV menus

**COOKIE PREP: (initial when completed)**

\_\_\_\_\_\_\_\_\_\_\_ ---Take out bins of cookie dough balls

\_\_\_\_\_\_\_\_\_\_\_ ---Prep & bake 3-4 trays of each cookie

\_\_\_\_\_\_\_\_\_\_\_ ---Prep frostings/drizzles

**SODAS: (initial when completed)**

\_\_\_\_\_\_\_\_\_\_\_ ---Put caps on soda machines/fill ice machines

\_\_\_\_\_\_\_\_\_\_\_ ---Make sure all straws, lids and cups are stocked

\_\_\_\_\_\_\_\_\_\_\_ ---Cut lemons and limes for sodas

\_\_\_\_\_\_\_\_\_\_\_ ---Make sure all syrups/creams are refilled and wiped down

\_\_\_\_\_\_\_\_\_\_\_ ---Take out purees and limes/lemons

**MISCELLANEOUS: (initial when completed)**

\_\_\_\_\_\_\_\_\_\_\_ ---Fill up both red sanitizer buckets w/ hot water and cap full of sanitizer

\_\_\_\_\_\_\_\_\_\_\_ ---Fill sinks (middle: hot water & soap) (right: hot water and sanitizer)

\_\_\_\_\_\_\_\_\_\_\_ ---Turn on OPEN sign at 10:30 AM

**MID-DAY CHECKLIST:**

\_\_\_\_\_\_\_\_\_\_\_ --- **ALL** dishes done

\_\_\_\_\_\_\_\_\_\_\_ ---Restock ingredients, cups, lids, etc.

\_\_\_\_\_\_\_\_\_\_\_ --- **SWEEP!**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature

**Daily Cleaning Assignments**

**Mondays:**

\_\_\_\_\_\_\_\_\_\_\_ ---AM Shift---Deep clean ovens both inside and out

Initial

\_\_\_\_\_\_\_\_\_\_\_ ---PM Shift---Deep clean warming oven both inside and out

Initial

**Tuesdays:**

\_\_\_\_\_\_\_\_\_\_\_ ---AM Shift---Clean windows

Initial

\_\_\_\_\_\_\_\_\_\_\_ ---PM Shift---Deep clean mixer

Initial

**Wednesdays:**

\_\_\_\_\_\_\_\_\_\_\_ ---AM Shift---Clean bathroom

Initial

\_\_\_\_\_\_\_\_\_\_\_ ---PM Shift---Clean out ice bins

Initial

**Thursdays:**

\_\_\_\_\_\_\_\_\_\_\_ ---AM Shift---Deep clean cooling rack

Initial

\_\_\_\_\_\_\_\_\_\_\_ ---PM Shift---Clean all floor drains:

Initial (by drive-thru, under soda machines and under main sinks)

**Fridays:**

\_\_\_\_\_\_\_\_\_\_\_ ---AM Shift---Clean small fridge and big fridges

Initial

\_\_\_\_\_\_\_\_\_\_\_ ---PM Shift---Clean syrup racks

Initial

**Saturdays:**

\_\_\_\_\_\_\_\_\_\_\_ ---AM Shift---Clean under prep tables

Initial

\_\_\_\_\_\_\_\_\_\_\_ ---PM Shift---Clean front counter shelves

Initial

**\*\*INITIAL/CHECK OFF WHEN COMPLETED\*\***

**Closing Checklist**

**(Pre-closing can start at 9:30 M-Th & 10:30 F-Sat.)**

**Soda Station: (initial when completed)**

\_\_\_\_\_\_\_\_\_\_\_ ---Remove caps from soda machines and leave to **SOAK** in soda water

\_\_\_\_\_\_\_\_\_\_\_ ---Restock cups, napkins, lids and straws

\_\_\_\_\_\_\_\_\_\_\_ ---Wipe down soda machines/syrup bottles

\_\_\_\_\_\_\_\_\_\_\_ --**-Fill ice bins**

\_\_\_\_\_\_\_\_\_\_\_ ---Put limes/lemons/purees/creams in small fridge

\_\_\_\_\_\_\_\_\_\_\_ ---Pour HOT water down machines & wash with a rag **(EVERY NIGHT!!)**

\_\_\_\_\_\_\_\_\_\_\_ ---Sweep/Vacuum/Mop soda station area

\_\_\_\_\_\_\_\_\_\_\_ ---Lock drive-thru window

\_\_\_\_\_\_\_\_\_\_\_ ---Turn off open sign (ONLY AT 10:00 or 11:00 for weekends)

\_\_\_\_\_\_\_\_\_\_\_ ---Vacuum lobby rug

**Dough Prep Station: (initial when completed)**

\_\_\_\_\_\_\_\_\_\_\_ ---**SWEEP!!**

\_\_\_\_\_\_\_\_\_\_\_ ---Refill ingredient bins (flour, sugar, etc.)

\_\_\_\_\_\_\_\_\_\_\_ ---Clean **ALL** mixing bowls and mixing paddles

\_\_\_\_\_\_\_\_\_\_\_ ---Wipe down mixers (including frosting mixers)

\_\_\_\_\_\_\_\_\_\_\_ ---Clean scales

\_\_\_\_\_\_\_\_\_\_\_ ---Turn **BOTH** ovens off

**General Closing: (initial when completed)**

\_\_\_\_\_\_\_\_\_\_\_ ---Empty all sinks **AND** wipe down

\_\_\_\_\_\_\_\_\_\_\_ ---Empty **ALL** trash cans & break down boxes

\_\_\_\_\_\_\_\_\_\_\_ ---Wipe down **ALL** tables and counters

\_\_\_\_\_\_\_\_\_\_\_ ---Turn BOTH TV’s off

\_\_\_\_\_\_\_\_\_\_\_ ---CLOCK OUT

\_\_\_\_\_\_\_\_\_\_\_ ---**Lock front door**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature