

**\*\*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:  
(by drive-thru, under soda machines and under main sinks)

Initial

**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**

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Manager Signature