

OPENING CHECKLIST

10:30 AM – 10:45 AM

Clean windows
Sweep front door
Wipe down benches, bar and bottled Sauces
Vacuum front mat

10:45 AM – 11:00 AM

Fill up ice
Bring bottled sauces to tables
Fill bleach bucket
Turn on Music/TV (must be Vietnamese or French music)
Set Up Cups, Tea, Coffee & Togo Sprouts
Set up utensils in napkins
Check bathrooms (make sure it is clean and there's toilet paper)
Stock front cooler
Count Till
Turn on Sign @ 11:00

AFTERNOON CLOSE

FIRST OFF

Stock All Sauces (Togo and Dine-In)
Dry & Stock Cutlery
Clean Tables
Set Up Cup, Tea, Coffee (includes clean Coffee filters)
Stock Beer Cooler
Check Bathrooms
Sweep

3:00 PM – 4:00 PM

Stock All Sauces (Togo and Dine-In)
Dry & Stock Cutlery
Clean Tables
Set Up Cup, Tea, Coffee
Clean Juicer
Wipe down cutting board
Stock Beer Cooler
Check Bathrooms
Sweep
Fill Candy
Count till

EVENING OPEN

3:45

Count Till
Fill up Ice
Fill Bleach Bucket
Make Togo Sprouts
Set up utensils in napkins
Clean and dry plates and bowls
Turn on outside light

EVENING CLOSE

FIRST OFF

Clean Bathrooms (clean mirrors, sink, paper dispenser. Lysol handicap bar and Toilet)
Clean and Sweep front end and washrooms
Vacuum Mat
Wash and dry utensils
Stock Togo Sauces and sauce tray
Bring Garbage from Bathroom and the front to Kitchen
Stock Pop, Beer, Coffee and sauces

8:00 PM – 9:00 PM

Check First off Duties are done
Clean Tables, Bar & Front of Fridges
Check Pop, Beer, Coffee and sauces
Clean and Dry Side Plates and Bowls
Fill Candy
Clean Sink Stopper
Wipe Down Ice Tea Corner/put Ice tea away
Clean and Fill Bottled Sauces
Clean Juicer
Charge iPad
Turn Off TV's & Music
Turn Off Sign @ 9:00 PM
Turn Off Heat
Close Till (If you cannot balance till, leave money including tips in cash out bag!)

