Night Shift Checklist

This should be used to help divide all the duties for the shift and also to ensure everything for the next day is completed. Use a dry erase marker to mark off jobs as they are completed.

TEAMWORK IS THE GOAL........

Short Shift

Your duties MUST be checked by the closing employee before you can punch out. Start your duties when you get to work, do not wait until it is time to go. You are still expected to get out when scheduled. **DO NOT** leave until your work has been checked by the closer. *None of these things take the place of waiting on customers. The customer is always the first priority.*

EMPLOYEE ASSIGNED __________________________

1. _______ Wipe down bread cabinet inside and out
2. _______ Clean bread cart
3. _______ Clean both bathrooms (Sink, commode, mirror, floors)
4. _______ Clean soup area (Glass, stainless table)
5. _______ Change out salt and pepper shakers and wash
6. _______ Change all trash in the lobby
7. _______ Stock drink station
8. _______ Clean Tables and chairs in the lobby
9. _______ Re-Fill ALL sauce bottles for the next day
10. _______ Clean windows especially front door
11. _______ Clean Bain glass inside and out
12. _______ Wash ALL dishes in the sink (Wash, Rinse and Sanitize)
13. _______ Fill retarder right before you leave (Use build to guide)

**COMPLETED JOB CHECKED BY** __________________________
**Closer or second short shift**

**EMPLOYEE ASSIGNED ________________________________**

1. _______ Sweep and Mop the back of the store (Bain to Back Door)
2. _______ Re-Fill chips (Rotate from the back and watch dates)
3. _______ Turn off one toaster at 8:30 (Business allowing) Mon, Wed, and Fri clean the right one Tues, Thurs and Sat clean the left one Sunday you can skip it
4. _______ Clean out the proffer, clean pan and re-fill
5. _______ Clean all stainless on the bain including wrap area and registar area
6. _______ Sweep and mop lobby DO NOT put chairs on top of Tables
6. _______ Fill bottle drink cooler and rotate dates
7. _______ Clean microwaves inside and out (Take off cover on the inside and wash)
8. _______ Clean hand sink up front
9. _______ Clean counter area around microwaves and toasters

**COMPLETED JOB CHECKED BY __________________**

**Closer**

**ASSIGNED EMPLOYEE ________________________________**

It is your responsibility to make sure all the employees who work with you complete ALL their assigned jobs.

1. _______ Wash all remaining dishes
2. _______ Restock ALL Cambro pans (FIFO)
3. _______ Clean bain glass inside and out
4. _______ Clean all shelves on the bain
5. _______ Sweep and mop all floors in the back with fresh water

**AFTER CLOSE NOT BEFORE**

1. _______ Clean cookie case
2. _______ Clean tea dispensers (Remove both nozzles and put in sanitizer to soak EVERY night)
3. _______ Pull bain EVERY night (No Exceptions)
4. _______ Clean out all sinks including the mop sink
5. _______ Final COMPLETE cash out
TURN OFF THE LIGHTS      SET THE ALARM      LOCK
THE FRONT DOOR        Get a good nights sleep because it all
starts again tomorrow.