

Day Shift Responsibilities

1st Person to Leave:

1st
Person

- _____ **Customer Area** –Clean Tables and Seats –Spot Sweep Floor –Clean Windows and Doors
- _____ **Restrooms** –Clean Toilet and Sink –Mirror and Walls –Stock Soap and Paper –Sweep and Mop
- _____ **Trash** –Take out all the trash throughout the store
- _____ **Beverage Area** –Clean Fountain, Counter Top, and Doors –Stock Lids, Straws, and Condiments
- _____ **Tea/Lemonade Flavors** –Brew Fresh Batch if Need -Wipe Bubbler Surface
- _____ **Bottled Drink Cooler** –Restock Drink Cooler and pull older product to the front and check dates
- _____ **Complete Cash-In and Clock-Out**

2nd Person to Leave:

- _____ **Chip Rack** –Rotate from big rack to the Purse Rail Rack then fill the Chip Rack from the Back and check dates
- _____ **Stock Food** –Fill the Front Line first, then the Backup Cooler
- _____ **Stock Dry Goods** –Cups, Napkins, Bags, Cookie Bags, Wrap, Pouches, Plates, Bowls, Toys, and Condiments

2nd
Person

- _____ **Service Area** –Clean the Sandwich Unit, Back Counter, Outside of Toaster and Proofer, Bread Cabinet, Floor
- _____ **Prep** –Make a Prep List (use Build to Chart) –Prep Items that are low 1st, then those that take the longest
- _____ **Complete Cash-In and Clock-Out**

3rd Person to Leave:

- _____ **Bread** –Organize Cabinet –Bag Dead Bread –Calculate Needed Bread for the day –Start Baking –Pan Bread
- _____ **Cookies** –Stock the Case with enough to last through dinner
- _____ **Dishes** –Wash all dishes after the Sandwich Unit has been re-stocked –Run clean water for the afternoon
- _____ **Prep** –Prep items that are low 1st, then those that take the longest
- _____ **Complete Cash-In and Clock-Out**