

# Night Shift Responsibilities

## Short Shift

### Short Shift:

- \_\_\_ **Chip Rack** –Rotate from Big Rack to the Purse Rail Racks then fill the Chip Rack from the back –Check Dates
- \_\_\_ **Bottled Drink Cooler** –Restock the Drink Cooler and pull older product to the front –Check Dates
- \_\_\_ **Trash** –Take out all the trash throughout the entire store
- \_\_\_ **Restrooms** –Clean Toilet, Sink, Mirror and Walls –Stock Soap and Paper
- \_\_\_ **Complete 1 Minute Cash-In and Clock-Out**

### Long Shift:

- \_\_\_ **Stock Dry Goods** –Cups, Napkins, Bags, Cookie Bags, Wrap, Plates, Bowls, Toys, and Condiments
- \_\_\_ **Prep Sauce Bottles** (See Build to Sauces Chart)
- \_\_\_ **Customer Area** –Clean Tables and Seats –Sweep and Mop the Lobby and Restrooms –Clean Windows and Doors

- \_\_\_ **Freezer Pull** (See Freezer Pull List) -Pull and Label Flatbread, Wraps as Needed for the Bread Cabinet
- \_\_\_ **Stock Food** –Fill the Front Line first, then the Backup Cooler
- \_\_\_ **Prep** –Make a Prep List (Use Build to Chart) –Prep only Open and Pour Items (Ex: Lettuce, Pickles, Cheese, Turkey, etc.)
- \_\_\_ **Beverage Area** –Clean Fountain, Counter Tops, Bubbler, Doors –Stock Lids, Straws, and Condiments
- \_\_\_ **Complete 1 Minute Cash-In and Clock-Out**

## Closer

### Closer:

- \_\_\_ **Help Prep** –Prep only Open and Pour Items (Ex: Lettuce, Pickles, Cheese, Turkey, etc.)
- \_\_\_ **Dishes** –Wash all dishes after the Sandwich Unit has been re-stocked
- \_\_\_ **Dump Tea and Clean the Containers, Urns, Bubblers, etc.**
- \_\_\_ **Service Area** Clean the Back Counter, Outside of Toaster, Microwaves, and Bread Cabinet –Sweep and Mop Service Area
- \_\_\_ **Take and Record Temperatures**
- \_\_\_ **Pan Bread** –Organize Bread Cabinet –Bag Dead Bread –Pan Bread for Tomorrow
- \_\_\_ **Clean the Oven and Proofer**
- \_\_\_ **Sweep, Scrub, and Mop the Entire Backroom** –Clean the Walk-In first as you pass it

### *(Closing Time)*

- \_\_\_ **Clean the Beverage Area** –Pull nozzles off the fountain machine and soak them in warm soapy water –Detail and stock the Beverage Area
- \_\_\_ **Break Down the Bane** -Pull everything out of the Sandwich Unit and Store in the Backup Cooler and Walk-In –Turn the machine off and clean from the top to the bottom –Remove and clean the cutting boards, metal pans, knives, sauce bottle holders, etc.
- \_\_\_ **Cash Drop** -Count down the drawer, coin dispenser, and change fund to their correct amounts and do a cash drop for the amount that is over
- \_\_\_ **Complete 1 Minute Cash-In** -Count and Enter the Bread, Flatbread, Plates, Wraps, Sliders, and Money
- \_\_\_ **End the Day and Clock-Out**