

Opening Shift Responsibilities

- _____ Clock-In and turn on only the backroom lights
- _____ Turn on the Oven, Proofer, Sandwich Unit, and close the doors
- _____ Turn on the Hot Well and put the metal pans and lids in place (must be up to temperature before meatballs are ready- fill water, put empty pans in the Hot Well)
- _____ Put the first load of bread in the Proofer

- _____ Set up the Frontline
 - Check Dates and Record the Product Expiring Today Log
 - Check the Product Expiring This Month Log for any expired product

- _____ Put the second load of bread in the Proofer
- _____ Clean the Toaster Oven and turn it on
- _____ Count your bread, flatbread, wraps, sliders, plates, and money
 - Make sure they match last night's closing counts

- _____ Start the Day
- _____ Check the Product Dating Checklist for any expired product

_____ Bake Cookies for Lunch

Open

- _____ Turn on the Open Sign and Lobby Lights
- _____ Put the third load of bread in the Proofer (stocked to Build To Levels)
- _____ Pan bread for the rest of the day and place in the Retarder
- _____ Count the cash drops and verify that they match the deposit on the Control Sheet
 - Make the Change Order
- _____ Brew Sweet Tea, Unsweet Tea, and any bubbler flavors you offer and label with the date, time, and your initials on the back of the stainless steel part of the bubbler side of the urns facing each other
- _____ Fill the Backup Cooler and Sauce Bottles
- _____ Make a Prep List (use the Build To Chart)
 - Prep the products that you are short on 1st and then the products that take the longest next

- _____ Heat the Hot Well products to 165[®]
- _____ Pull Slider Rolls from the Freezer for the day and label for 8 hours
- _____ Take and Record temps on the Temperature Log

- _____ Wash the dishes
- _____ Continue to work on Prep List and Bread Baking until they're completed

- _____ Clean the Prep Area
- _____ Take the Deposit and Change Order to the bank before 11am

11 am

- _____ Bag all of yesterday's bread by 11 am and record the total on the Bread Waste Sheet