

Cashier Opening checklist

- Clock in
- Turn on cafe lights and open gate
- Get ice
- Make coffee (if applicable)
- Sanitizer bucket
- Set up fountain pop machine
- Refill cups, lids, and straws
- Turn on the heater for the grab & go chute
- Set up clover pos systems
- Stock all items, candy, pop, condiments, etc.
- Check and fill napkins
- Wipe down tables
- Clean microwave
- Unlock soda pop coolers
- Check menu boards (Daily Specials)
- Help kitchen staff
- Smile and be friendly

Cashier Closing checklist

- Bring salads back to walk-in cooler
- Throw away any unsold grab and go, save chicken for salads
- Wipe and clean all surfaces and counters
- Fill out waste sheet
- Empty all trash cans and replace bags
- Turn off heater on grab and go chute
- Stock soda pop coolers
- Lock soda pop coolers
- Pull clover pos system, put on cart
- Sweep and mop front area
- Take fountain soda nozzles off and soak
- Dump sanitizer bucket
- Close gate
- Clock out

Prep Cook checklist

- Cook strips of bacon
- Cook chicken breasts for quesadillas
- Make breakfast pizzas and regular pizzas for the day
- Dice chicken strips for crispy chicken salad
- Shred American cheese for burritos
- Check with cook to see what they need for the day
- Make sure you have everything for specials
- Make season sour cream, taco seasoning, and any other stuff that you will need for the week
- Make brownies on Monday
- Make protein balls
- Help cook and cashier whenever they need help
- Bring stuff over to satellite locations when needed
- Help put deliveries away
- Check and see if there are any catering jobs that need to be done and do them
- Help with sweeping, mopping and garbage

Lead Cooks Checklist

- Unlock door
- Turn ovens on
- Turn flat top grill on
- Turn fryers on
- Prep both prep lines
- Stock bread rack (take out tortilla wraps)
- Make sure you have thawed hamburgers patties
- Take out items that you need out of the walk-in cooler and freezer
- Start warming up sausage gravy (if needed)
- Put liquid butter on flat top
- Start making breakfast for grab and go (use par sheet)
- Keep an eye on your grab and go
- Start prepping for lunch around 10 o'clock
- Start making lunch for your grab and go
- Keep checking your grab and go
- Start cleaning up around 12:45-1:00 leaving at 1:30
- Filter deep fryers oil
- Start shutting down over, toaster/pizza maker, deep fryers, and grill around 1:00
- Put freezer stuff back in walk in-freezer around 1:15
- Clean your Grill
- Wipe down counters and prep lines

- Restock
- Help sweep, mop floors, change garbage's out
- Recheck everything to make sure it's off, before you leave and lock door behind yourself

Dishwasher checklist

- Turn on dishwasher
- Check soap in dishwasher
- Put floor mats down
- Soak silverware
- Start washing dishes
- Make sure all dishes are washed
- Clean dishwasher grates run through dishwasher
- Empty dishwasher, spray lime away on inside of dishwasher
- Clean mats and floor (mop)
- Check out with Manager