

CLOSING DUTIES

- **CUTWORK LIST**: Check all items are completed and refresh/redo as needed.
- **SODA & TEA**: WIPE DOWN soda fountain, tea dispenser, countertop, & wall in server station. Remove all soda spouts and place in one Blue Bucket filled with HOT WATER.
- **TABLE TOPS**: Check all table tops and all riser ledges and wipe down as needed. Riser ledges should be completely empty except for condiment buckets.
- **POOL TABLES, GAMES, BUFFET**: Remove any trash & wipe down pool tables & buffet ledge.
- **FILL MINTS AND TOOTHPICKS**: at front door.
- **DRINK TRAYS**: Run through dishwasher, wipe out shelf, and return to shelf.
- **RESTOCK**: 1 full sleeve of to-go cups, lids, portion cups & lids in server station and ToGo boxes as needed.
- **TO GO STATION**: Wipe dressing cooler door and handle, wipe down ToGo counter.
- **PATIO**: Bus and wipe tables, empty BOTH cigarette towers, sweep, DUMP DUST PANS IN TRASH.
- **REMOVE ALL DIRTY RAGS** from spray racks and put in kitchen hamper. REPLACE WITH ONLY 3 new white towels for servers and ONLY 1 for bar.
- **CHAIRS & TABLES**: SPACE TABLES FROM WALLS. ARRANGE CHAIRS LIKE AN **X**, NOT A **+**. 6 CHAIRS AT EVERY BIG TABLE, 4 AT ALL OTHERS. NO "EXTRA" CHAIRS ON RISERS - ALL AT TABLES.
- **BATHROOMS**: Clean bathrooms & Restock according to cutwork list. Each bathroom should be mopped with fresh, clean mop solution. **ABSOLUTELY NO BLEACH IN MOP WATER!!**
- **SWEEP & MOP**: Sweep off and shake out entry floor mat and then sweep entryway. Roll up floor mat and place under basketball machine. Spot sweep entire front of house and then mop using [Mopping Guide](#). RUN Mop heads through the dishwasher before use each night. FILL mop buckets to fill line. **ABSOLUTELY NO BLEACH IN MOP WATER!!**