DAILY DO LIST

Day ____________
Assigned Employee___________________

Days:

__________Carry out all trash
__________Fill cookie case for N.S.
__________Clean Bathrooms
__________Sweep and Mop Lobby
__________Fill Line for N.S.
__________Clean and stock drink area
__________Clean Glass on Bain
__________Pick up Parking Lot

Nights:

_______Prep 1 of each “Bagged” veggie
   (drain pans in cambro and date 5 days)
_______Clean Right Toaster(Mon, Wed, Fri)
_______Clean Left Toaster(Tues, Thurs, Sat)
_______Wipe out Bread cabinet
_______Bake at least 1 tray of each Cookie
_______Completely re-fill all Cambro’s before
   Putting in refrigerator at Close (Rotate)
_______Clean Bathrooms
_______Sweep and Mop Lobby
_______DO NOT carry out trash thru Back Door
_______Touch Up all windows
_______Clean Bread oven (Tues, Thurs, Sat)
_______Clean Back refrigerator Cabinet

Let’s All work together to Have a Clean Store

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