

# Night Shift Checklist

**This should be used to help divide all the duties for the shift and also to ensure everything for the next day is completed.**

**Use a dry erase marker to mark off jobs as they are completed.**

**TEAMWORK IS THE GOAL.....**

## Short Shift

Your duties **MUST** be checked by the closing employee before you can punch out. Start your duties when you get to work, do not wait until it is time to go. You are still expected to get out when scheduled. **DO NOT** leave until your work has been checked by the closer. **None of these things take the place of waiting on customers. The customer is always the first priority.**

EMPLOYEE ASSIGNED \_\_\_\_\_

1. \_\_\_\_\_ Wipe down bread cabinet inside and out
2. \_\_\_\_\_ Clean bread cart
3. \_\_\_\_\_ Clean both bathrooms (Sink, commode, mirror, floors)
4. \_\_\_\_\_ Clean soup area (Glass, stainless table)
5. \_\_\_\_\_ Change out salt and pepper shakers and wash
6. \_\_\_\_\_ Change all trash in the lobby
7. \_\_\_\_\_ Stock drink station
8. \_\_\_\_\_ Clean Tables and chairs in the lobby
9. \_\_\_\_\_ Re-Fill ALL sauce bottles for the next day
10. \_\_\_\_\_ Clean windows especially front door
11. \_\_\_\_\_ Clean Bain glass inside and out
12. \_\_\_\_\_ Wash ALL dishes in the sink (Wash, Rinse and Sanitize)
13. \_\_\_\_\_ Fill retarder right before you leave(Use build to guide)

**COMPLETED JOB CHECKED BY** \_\_\_\_\_

**Closer or second short shift**

**EMPLOYEE ASSIGNED** \_\_\_\_\_

1. \_\_\_\_\_ Sweep and Mop the back of the store (Bain to Back Door)
2. \_\_\_\_\_ Re-Fill chips (Rotate from the back and watch dates)
3. \_\_\_\_\_ Turn off one toaster at 8:30 (Business allowing) Mon, Wed, and Fri clean the right one Tues, Thurs and Sat clean the left one Sunday you can skip it
4. \_\_\_\_\_ Clean out the proffer, clean pan and re-fill
5. \_\_\_\_\_ Clean all stainless on the bain including wrap area and registrar area
6. \_\_\_\_\_ Sweep and mop lobby DO NOT put chairs on top of Tables
6. \_\_\_\_\_ Fill bottle drink cooler and rotate dates
7. \_\_\_\_\_ Clean microwaves inside and out ( Take off cover on the inside and wash)
8. \_\_\_\_\_ Clean hand sink up front
9. \_\_\_\_\_ Clean counter area around microwaves and toasters

**COMPLETED JOB CHECKED BY** \_\_\_\_\_

**Closer**

ASSIGNED EMPLOYEE \_\_\_\_\_

**It is your responsibility to make sure all the employees who work with you complete ALL their assigned jobs.**

1. \_\_\_\_\_ Wash all remaining dishes
2. \_\_\_\_\_ Restock ALL Cambro pans (FIFO)
3. \_\_\_\_\_ Clean bain glass inside and out
4. \_\_\_\_\_ Clean all shelves on the bain
5. \_\_\_\_\_ Sweep and mop all floors in the back with fresh water

**AFTER CLOSE NOT BEFORE**

1. \_\_\_\_\_ Clean cookie case
2. \_\_\_\_\_ Clean tea dispensers (Remove both nozzles and put in sanitizer to soak EVERY night)
3. \_\_\_\_\_ Pull bain EVERY night (No Exceptions)
4. \_\_\_\_\_ Clean out all sinks including the mop sink
5. \_\_\_\_\_ Final COMPLETE cash out

**TURN OFF THE LIGHTS    SET THE ALARM    LOCK  
THE FRONT DOOR    Get a good nights sleep because it all  
starts again tomorrow.**