



- Upon arrival, meet with the Mid Manager to complete any tasks remaining from the Day Shift, and establish any additional tasks for the Night Shift. Work together to complete as necessary.
- Assist in checking out any remaining Day shift employees. Verify completion of the Line Cook, Cashier, (and Bar if applicable) Mid-Day (Shift Change) Duties are complete, per their respective opening duties checklists, as required.
- Verify any/all register checkouts, sales reports/tips/deposits/drawers as applicable, with the Mid Manager.
- Fill out a “Line Up” or “Roster” of where/when/what position each employee will be working the shift.
- If not already completed, before the dinner rush, complete the Line Check (with the Mid Manager if applicable). Be sure to taste the product while temping it. This applies to both the hot and cold food when checking quality
- Throughout the shift:
 - Continually check in on all areas of the store, making sure team members are doing their duties and guests are being properly taken care of. (One manager should have focus on the BOH, the other on the FOH at all times)
 - FOH:
 - Interact with guests and make their visit as the best as possible, ask them how their meal/day is going.
 - Ensure that FOH is stocked (silverware, lids, cups, straws, etc..) Brew more tea/coffee as needed
 - Make sure that the dining room and restrooms are stocked, cleaned and sanitized
 - BOH:
 - Be conscientious of ticket times. Jump into position and assist the kitchen as necessary.
 - Verify proper reheating and holding practices are being maintained (Additional line checks if needed)
 - Receive any new product if needed-try not to receive any deliveries between 11:00am-1:00pm
- Cut team members as business dictates. Monitor the efficient progress of Closing Duties, as required.



- Have a brief meeting with the Mid Manager to discuss the shift, issues to keep an eye on, any upcoming events, catering orders, staff issues, etc.
- Assist the Mid Manager with completion of any administrative tasks, before they leave for the day.
- After the last guest has left the building, lock the doors and turn off the open sign as well as any outside lights
- Run check-outs on the all cash drawers and collect tips/credit card receipts and take to the office to be counted.
- Once the drawer check-outs are completed, count the drawers back down to the set amount and place the cash in the safe.
- Run the Aloha sales report and match it up to your check-out to determine the deposit for the day.
- Once the deposit is verified and collected, fill out a deposit slip and attach it to the deposit. Place slip and money into a bank bag and place in the safe for the Opening Manager to take to verify in the morning.
- Count petty cash and fill out the petty cash reconciliation sheet to ensure that everything is correct.
- Enter tips into the tracking program/sheet (if applicable).
- Fill out the P&L/Excel tracking sheet with sales data for the day.
- Place all cash in the safe for the night, and lock the safe.
- Log any notes or comments from the shift into the manager log book for the Opening Manager the following day.
- “Check Out” all Night shift employees. Verify completion of the Line Cook, Cashier, (and Bar if applicable) Closing Duties, per their respective checklists, if required.
- Make sure that all equipment has been turned off, cleaned and stocked for the next day.
- When the staff exits the building, make sure they make it safely to their car by exiting out of the front and in a well-lit area. (Using the buddy system is also effective)
- Using aloha, make sure that everyone has clocked out for the day. Edit punches if necessary.
- Enter in labor info into the P&L/excel tracking sheet



- Do one final walk-through to inspect the store to catch anything that has been missed.
- Turn off any remaining lights/neons.
- Lock all doors
- Set the alarm, exit the store and make sure to lock the door behind you.