



- If a night prep is scheduled, be sure to notify them of any remaining prep items from the day shift.
- Complete all items on the daily Prep List.
- Check with the manager on duty, to be sure there aren't any additional items needing to be prepped.
- Make sure that all prepped food in the walk-in cooler is properly organized, per the food hierarchy chart.
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- Starting from the top shelves and working our way down to the table tops, clearing all areas of debris.
- Sanitize all areas of the prep area. (shelves, walls, prep sink, hand washing sinks, walk-in shelves, and drains)
- Pull all prep tables away from the wall and scrub walls clean.
- Sweep the floor in the prep area, under tables, and in the walk-in cooler, clearing it of all debris.
- Pour degreaser soap and water mix onto the floor. Scrub with a deck brush, scrubbing under all tables, sinks, and in drains, removing any visible grease and stains.
- Squeegee any excess soap and water mixture into the drains. If stains remain, spot mop as needed.
- Take out all trash from the prep area, and replace cans with liners.
- If any items must be left to cook over night, prepare them, notify MGMT, and/or write a note on your dry erase board, to remind the day crew that there is product in the oven.
- Verify completion of these duties with MGMT, and complete any other requested duties.