

## BOH Day Shift Job Duties Policy Update

When two employees are scheduled for the BOH (Back of House) day shift, the following responsibilities apply:

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### Employee 1: Primary Cook

#### 1. Opening and Inventory Check:

- Open the kitchen and check all inventory to ensure sufficient stock for your shift.
- Prep any items that are low or missing and create a list of everything prepped.
- Send the prep list to Josh and Vicki.
- If any ingredients are out of stock, call Josh or Vicki immediately.

#### 2. Cooking Responsibilities:

- Cook tickets as they come in.
- If there are **more than 3 tickets** or a **large party (6 or more)**, alert Employee 2 for help on the line.

#### 3. Downtime Duties:

- Clean your station when there are no tickets.
  - Assist with any remaining prep from the prep list.
  - Complete tasks from the **extra cleaning task list** if all prep is done.
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### Employee 2: Support and Cleaning

#### 1. Dish Room and Bathrooms:

- Manage dishes, ensuring they are washed and put away as needed.
- Check and clean bathrooms at the start of the shift and every **2 hours** until shift completion.

#### 2. Line Assistance:

- Assist Employee 1 with cooking when there are **more than 3 tickets** or a **large party** until caught up.

### 3. End of Shift:

- Collaborate with Employee 1 to clean the kitchen, dish room, and bathrooms.

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## End-of-Shift Responsibilities (Both Employees):

### 1. Cleaning:

- No dishes are to be left soaking at end of shift.
- Sweep Kitchen and dishroom.
- Wipe or scrub all surfaces until they are clean.

### 2. Inventory Check:

- Inspect all fridges for expired food. Discard expired items and update the **waste log**.

### 3. Restocking and Prep:

- Fully restock all sandwich stations.
- Complete all prep work listed for the day before leaving.

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## Workplace Conduct:

- Maintain a **positive and respectful workplace**.
- Any issues with employees or policies must be addressed directly with Josh or Vicki.
- **Negative talk** about employees is not tolerated.

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## Disciplinary Action:

Failure to comply with this policy will result in disciplinary action, up to and including termination.

By working together and adhering to these guidelines, we can ensure a smooth, efficient, and respectful workplace.