

BOH Closing Shift Job Duties Policy

When two employees are scheduled for the BOH closing shift, the following responsibilities apply:

Employee 1: Primary Cook

1. Closing Cooking Responsibilities:

- Finish all tickets before starting the cleaning process.
- Restock all line stations fully for the next shift.

2. Prep and Inventory Duties:

- Complete all prep work for the day.
- Pull any frozen foods to the fridge to thaw for the next day.
- Prepare a prep list for the morning staff and send it to Josh and Vicki.

3. Cleaning Responsibilities:

- Turn off all ovens, stoves, and hot surfaces.
 - Wash and put away all cooking utensils, cutting boards, pans, etc.
 - Clean all prep areas, line stations, ranges, grills, and flattops.
 - Wipe spills from backsplashes and walls.
 - Ensure hot foods are cooled properly according to time and temperature procedures.
 - Wipe down and sanitize all horizontal surfaces.
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Employee 2: Support and Cleaning

1. Dish Room and Bathroom Responsibilities:

- Wash and put away all dishes, ensuring no dishes are left soaking overnight.
- Remove and properly store all dirty towels.
- Clean the men's bathroom and ensure it is sanitized.

2. General Maintenance Duties:

- Check the temperature of freezers and fridges to ensure they are functioning properly.
 - Clean and organize the dry storage area.
 - Wrap, date, and store all remaining food that can be used later.
 - Ensure all fridges and freezers are closed, sealed, and working.
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Shared Closing Responsibilities:

1. Final Cleaning Tasks:

- Sweep and mop underneath and behind all appliances.
- Wipe or scrub all surfaces until they are clean.
- Ensure all prep work listed for the day is completed.
- Go through each fridge to discard expired food and update the waste log.

2. Supervisor Check-Out:

- All staff must complete our electronic closing checklist before they clock out.

3. Final Steps:

- Clock out and lock all doors 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 adhering to these guidelines, we can ensure a smooth, efficient, and respectful closing process every night.