

OPENING CHECKLIST

Lobby: (clock in and sign in)

Tables clean and properly placed
Floor mats down (front door, drink station, kitchen)
Condiment stand stocked full with backups underneath
Drink station assembled, key turned on and tea made (2 sweet on the weekends)
All lights on including hall and dining area
Televisions on and set to local channels (sports games when applicable)
Music on and set to a comfortable level (40 or below)
Beverage merchandiser stocked and plugged in
Sauce cooler clean and stocked
Uber tablet on and plugged in
Boxes and trays caught up (empty boxes DO NOT go on the floor)
Windows inside and out
Open sign on

Kitchen:

Bacon prepped and quality checked
Fryer oil quality check
Line stocked with backups underneath, bread stocked, sauces full
Ice stations properly assembled with ice prior to opening
Time dots on all sauce and bottles left out
Beef bins in refrigeration UNTIL the rush and put back after it's over
Time written on beef bins at start of rush
Steam tables full and at appropriate temperature
Grease bucket less than 50% full
Sanitizer bucket filled and in designated spot
Time and day dots on all time/temp controlled food
Line sweep and wipe down all surfaces, boxes and trash taken out
Towel rations for both shifts

Back Room:

All surfaces wiped down including walls
Coolers cleaned and organized daily
Dry storage racks cleaned and organized daily
Dishes caught up and everything in its place
Floor swept and trash taken out if necessary
Van organized and coolers organized BEFORE AND AFTER the rush

COLD STOCK INVENTORY AND PREP SHEET

PROTEIN	NEED	MAKE
Patties	6 bins	
Chili	5 bags	
Bacon Jam	1-2 bins	
Thawed Chicken	2 bins	
VEGGIES		
Lettuce	1-2 pans	
Onions (regular)	6-8 pans	
Onions (thin)	2 pans	
Tomatoes	6-8 pans	
Jalapenos	3 pans	
Mushrooms	5 pans	
Philly Blend	1 bin	
Green Onions	1 pan	
Guac	1-2 pans	
DAIRY AND SAUCES		
Poblano Mayo	1 bin	
Key Lime Datil Aioli	1 bin	
Lemon Peppercorn Aioli	1 bin	
Southern Slaw	1 bin	
Pimento Cheese	1 pan	
Gorgonzola Spread	1 pan	
Classic Sauce	1 bin	
Cajun Ranch	1 bin	
House Mustard	1 bin	
Sriracha Curry Ketchup	1 bin	
Spicy Chipotle Sauce	2 bottles	
Honey Mustard	1 bin	
Pink Sauce	1 bin	
Cinnabutter	1 bin	
Garlic Infused Oil	1 bottle	

MIDDAY SHIFT CHANGE DUTIES

MANAGER

- ☐ Sign off on shift change responsibilities
- ☐ Check and replace day dots on time/temperature items and refresh ice baths
- ☐ Perform equipment walk thru ensuring all thermostats are reading safe levels, all drip pans are empty and all coils are clean and free of dust
- ☐ Assess prep levels and assign responsibilities in tandem with night prep list
- ☐ Create a cleaning list below with any tasks necessary to maintain a clean building in good working order and sign off on tasks as they are completed

KITCHEN

- ☐ All surfaces wiped down and organized including sauce bottles
- ☐ Make line stocked, organized and tidy up top and down below
- ☐ Line sweep
- ☐ Back room swept and surfaces wiped down including cooler doors
- ☐ Trash on the line and back room taken out if necessary
- ☐ Catch up on dishes

CASHIER

- ☐ All tables inside and out clean and sanitized
- ☐ Lobby floor swept, lobby trash emptied and sidewalk picked up
- ☐ Condiment station stocked, organized and sanitized
- ☐ Pepsi machine and tea urns wiped down as well as the table they sit on
- ☐ Bathrooms checked for cleanliness
- ☐ Check hand soap and paper towels in bathrooms as well as employee sinks
- ☐ Trays and boxes caught up
- ☐ Rinse out ice cream drip pan and tidy up ice cream station

CLEANING AND MAINTENANCE LIST:

NIGHT SHIFT PREP SHEET

PROTEIN	NEED	MAKE
Patties	4 bins	
Hotdogs	2 bins	
Thawed Chicken	2 bins	
VEGGIES		
Lettuce	1-2 pans	
Onions (regular)	6-8 pans	
Tomatoes	6-8 pans	
BACKUPS		
Classic Sauce	6 bottles	
Cajun Ranch	12+ bottle	
WEEKEND BACKUPS		
Poblano Mayo	1 pan	
Key Lime Datil Aioli	1 pan	
House Mustard	1 bottle	
Sriracha Curry Ketchup	1 bottle	
Cinnabutter	1 bottle	
Honey Mustard	1 bottle	
Sour Cream	1 bottle	
Petal Sauce	1 bottle	
EXTRA PREP		

CLOSING CHECKLIST

GRILL (clock in and sign in)

- All equipment off including hood system
- Grill bricked and equipment wiped down with stainless cleaner
- Fryers off, skimmed and wiped down with stainless cleaner
- Hood facade cleaned with stainless cleaner
- All work areas wiped down with sanitizer solution including glove holder
- Walls and build sheets wiped down
- Bread closed and shelf cleaned
- Floors scrubbed including under ALL tables and equipment in the entire kitchen, grease mop to collect any pooled water
- Pull out ALL equipment on wheels and clean both floors and walls behind equipment

COLD TABLE

- Everything flipped, stocked, wrapped and wiped down with sanitizer solution including outside surfaces wiped with stainless cleaner
- Everything underneath flipped, stocked, wrapped and wiped down including doors
- Gaskets wiped every single night with sanitizer solution
- All sauce bottles wiped and put in refrigerator if necessary
- Bring cutting board to the back to be bleached overnight
- Fry table wiped down with sanitizer solution and fry walls cleaned with stainless cleaner
- Steam tables cleaned thoroughly and wiped with stainless cleaner
- Service counter wiped down with sanitizer solution
- Fry freezer cleaned out including gaskets and fries rotated from bottom to top

BACK ROOM

- All dishes cleaned and organized and cutting board soaked with bleach overnight
- Sink clean and walls wiped including prep table wall
- Prep table and chest freezer wiped down with sanitizer solution
- Meat cooler, veggie cooler and upright freezer doors and gaskets cleaned with sanitizer solution
- Bread racks moved, freezer moved and floors thoroughly cleaned and scrubbed if necessary including under the prep table
- All trash taken out including ALL rags
- Mop sink clean and free of debris with mops hanging on the rack

LOBBY

- Chairs and tables up and floor cleaned properly especially near drink machine
- Condiment table wiped with sanitizer solution and everything restocked
- Soda machine cleaned thoroughly with sanitizer solution including drain basin and nozzles soaked in sanitizer solution overnight
- Tea machine cleaned thoroughly, tea urns washed and filter washed, table wiped down with sanitizer solution including under equipment
- Bathroom sink, mirror, toilets and walls wiped down with sanitizer solution and/or magic eraser
- Bathroom trash taken out including tampon bin and floors cleaned and scrubbed if necessary
- Hotboxes cleaned thoroughly inside and out and all counter spaces including under tip jar and all tables wiped down with sanitizer solution
- Ice cream machine cleaned and placed on standby, toppings wrapped and bottles wiped
- All trays caught up and lined with wax paper