

**FRONT CASHIER**

Restock Everything ( napkins, soda)		Phone station wiped down and organized		Wipe down chairs and Pepsi machine	
Front counter wiped down & organized		Monitors wiped down (no chemicals)		Start laundry	
Spot clean windows		Wipe down window ledges			

**OVEN PERSON**

Wipe down landing table & bottom shelf		Pull out tables sweep		Quick wipe down of walls & tables	
Wipe down holding cabinets inside & out		All station utensils set up		Organize shelves	

**SHEETOUT PERSON**

Wipe down table and bottom shelf		Wipe down sheeter		Pull out table and sweep	
Quick wipe down of walls		Change out flour container		Clean and restock cornmeal shakers	
Set up all station utensils		Wipe down sheet out rack		Make sure all prepped items are labeled	
Wash all sheet out dishes & set back up					

**BREAD SIDE PERSON**

Change all containers & shakers		Wipe off wing sauces		Sticker everything with expiration dates	
Reset up utensils		Wipe down station		Wash all bread side dishes	

**PIZZA DRESS STATION**

Rotate& Refill all toppings tubs		Clean inside and under all containers		Wash speed rail	
Move ready racks and sweep behind		Wash all cups, rings, & ladles		Wipe inside doors, seals, & shelves	
Set up all station utensils		Dump trays at end of oven			

**D/T CASHIER**

Wipe down computer (NO CHEMICALS! DRY CLOTH ONLY!)		Restock dippers, napkins, T-shirt bags, drinks		Clean d/t window	
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**CLOSER**

All dishes washed		Sinks wiped down & cleaned (hand sinks)		Take out trash and boxes	
Sweep & mop		Stack lobby chairs		Make sure all stations utensils are set back	
Wipe down any tables that need again		Roll up mats & store them			

**MANAGER ITEMS**

Lock all doors & d/t window		Count down all drawers and make drops		Check behind all cleaning and do closing check list	
Check safe back in and lock it		Count inventory		5 minute walk through to make sure everything is done	

**LAST MINUTE WALK THROUGH**

Oven, holding cabinet, heat lamps, open sign, & menu board all off		Proper breakers/lights turned off		All towels and aprons in bin	
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