

Shift Checklist

Summer: Hourly / Winter: Shift End

Restock (rotate where possible)

<input type="checkbox"/>	6 & 12 oz. dishes
<input type="checkbox"/>	16 & 24 oz. cups
<input type="checkbox"/>	16/24 oz. dome lids
<input type="checkbox"/>	Spoons, taster spoons and spoda spoons
<input type="checkbox"/>	Straws
<input type="checkbox"/>	Pint lids/containers
<input type="checkbox"/>	Quart lids/containers
<input type="checkbox"/>	Half gallon lids/containers
<input type="checkbox"/>	Napkins
<input type="checkbox"/>	Candy toppings
<input type="checkbox"/>	Syrup toppings
<input type="checkbox"/>	Whipped cream (3 cans defrosted)
<input type="checkbox"/>	Paper towels & toilet paper

<input type="checkbox"/>	Scrape down cartons
<input type="checkbox"/>	Add partials
<input type="checkbox"/>	Make partials (curve of spade or lower)

Spot Clean

<input type="checkbox"/>	Indoor & outdoor tables & chairs
<input type="checkbox"/>	Floors (sweep, spot mop in winter)
<input type="checkbox"/>	Front sidewalk, alley way, backyard to bike path
<input type="checkbox"/>	Counters
<input type="checkbox"/>	Dipping cabinets
<input type="checkbox"/>	Can skirts (wash dirty ones in dishwasher)
<input type="checkbox"/>	Walls & windows
<input type="checkbox"/>	Bathrooms (wipe down sink, toilet, mirrors, changing table, floor)
<input type="checkbox"/>	Take out trash/recycling bags 2/3 full or more (indoor & outdoor)