

OPENING CHECKLIST

- Turn on Coffee Brewer
- Turn on grills
- Put 3 cups water in soup warmer, set to 10, put gravy from refrigerator in warmer
- Weigh, grind and begin brewing coffee
- Put out pastries
- Fill creamer dispenser
- Prep espresso machine area
- Prepare sanitizer bucket in sink
- Shake nitro kegs in small refrigerator
- Check customer station for supplies and water cups
- Turn cabinet display light on
- Turn on lamps on beside fireplace
- Turn on fireplace
- Turn on music
- As necessary, put away clean dishes left out to dry
- Raise shades and turn on window lights
- Unlock door

CLOSING CHECKLIST

- Shut grills off at 4 (12:30 on Saturday), scrape off excess food, let cool for 15 minutes, then wipe down with soapy rag
- Wash/Sanitize blenders and lids
- Wash/Sanitize espresso glasses/trays
- Clean espresso machine
- Wash/sanitize all dishes
- Wash/sanitize peanut butter spoon, spatula from syrup area of counter
- Wipe down counter and restock as necessary
- Wipe down customer area, including counters, tables and drink station
- Check all trash cans (2 small & 2 large in counter/kitchen, 1 at drink station, 1 at front door, 1 in each bathroom)
- Clean bathrooms
- Close – turn front lights off, pull blinds down, lock door, turn off fireplace, lights beside & display case lights, turn off music
- Empty Airpots
- Put pastries in refrigerator
- Vacuum kitchen, counter area and customer area
- Mop kitchen, counter area and customer area
- Drain sinks and wipe down, including dish drying area
- Empty sanitizer bucket in front sink
- Make sure lights are off and doors are locked