



PLAN YOUR DAY

Completed by: _____

Date: _____

Management Duties

These items should be completed within the first 1/2 hour of reporting to work

- Complete Prep List
- Review daily schedule
- Review daily projected units/sales
- Check previous day's close
- Food Safety – 10 AM & 3 PM

Administrative

- Safe Audit
- Daily Inventory **by 10 AM**
- Labor (review, print, post Edit Time Punch report)
- Enter transfers and/or purchases
- Complete Opening Workflow
- Enter Waste
- Take deposit to bank **by 12 PM**

Pre Opening

These items should be completed prior to opening for business

- Make-lines set up including cups/spatulas
- Registers set up (assigned to team member)
- Crusts / AOS proofing for open (1 hour)
- Set up dishwashing station
- Logo mats / rugs put in place
- All lights are on
- Sanitize buckets filled & placed

PRE-RUSH CHECKLIST

Back of the House

- Prep completed by 3:00 PM
- Equipment clean & put away
- All products dated (rotated)
- Fresh-makes/AOS items complete
- Crusts/fresh-makes/AOS pulled for proofing
- Laundry done & put away if applicable
- Dish water / sanitizer water changed
- Hand washing station stocked (soap/towels)
- Walk-in cooler temperature checked _____
- Garbage/cardboard taken out
- Backroom floor swept & spot mopped
- Back door locked & not open after dark

Front of the House

(done 30 min. prior to peak period)

- Grab N Go cooler fully stocked
- Retail items stocked
- Wrap station stocked (film/menus/bouncebacks)
- Under makeline cooler fully stocked
- Top of makeline inserts fully stocked
- Proofing towers stocked with crusts for rush
- Makeline is clean and free of food
- Makeline temperature checks _____
- Measuring cups, spatulas in place
- Sanitizer bucket changed and stocked with towels
- Hand washing station stocked (soap/towels)
- All printers stocked with full roll of paper
- Registers stocked with coin and bills
- Station Assignment Chart is complete "Aces in Places"
- Garbage cans are emptied / floor is swept
- Sampling Oven set up for sampling
- All Hands on Deck**

Outside / Parking Lot

- Lights working and signs are on
- Windows clean / free of fingerprints
- Banners correct, straight, free from tape
- Sidewalk / parking lot free of debris
- Dumpster area clean
- A-Frame / Reader board correct
- Employee cars parked in outer lot

Drive-Thru (if applicable)

- Lane / pad clean
- Windows clean
- Register set up same as FOH

Phone Stations

(done 30 min. prior to peak period)

- POS phone station assigned to team member
- POS phone station in order taking mode
- Telephone procedure job aids posted/accurate specials
- Clock visible with current time

TO DO LIST
