

KITCHEN OPERATION							
DAILY PRODUCTION	TUE	WED	THU	FRI	SAT	SUN	Acknowledge
Hygiene & Uniform							
Order Groceries							
FROZEN Stock Update							
UPDATE CALENDAR							
Beef Soup							
Teriyaki Sauce							
Udon Soup							
Tantanmen Soup							
Peanut Sauce							
Tonkatsu Sauce							
Salad Dressing							
Raul Sauce							
Isabela							
Gyoza Sauce							
Mayonaise							
Cheddar Cheese							
Sliced Cabbage							
Slice Leeks							
Aonori Toppings							
Togarashi Toppings							
Black Sesame Toppings							
White Sesame Toppings							
Back UP Salmon Katsu							
Back UP Pork Tonkatsu							
Boiled Egg							
Tamago Egg							
Repacking Starters							
Roll Ups (Cutleries)							
Chopsticks (Dine IN)							
Water Refill							
Thawing (Beef, Bacon, Ham)							
DAILY CLEANING							
Dishwashing							
Floors & Mopping							
Counter Tops & Stoves							
Under Counter Stocks Area							
Refrigerator & Freezer							
Exhaust Fan							
Microwave							
Air Fryer							
Rice Cooker							
Trash Bins (Washing/ Disposal)							
Windows							
WEEKLY DEEP CLEANING							
Cutleries Containers							
Under Counter Stocks							
Defrosting Refrigerator and Freezer							
Brushing Floors							
Bowls and Plates Stainless Rack							
Other Stainless Rack (Pans and Air Fryer)							
Brushing Safety Mat (Rubber Mat)							
Stocks Corner (Stainless and Black Rack)							
WEEKLY INVENTORY							
Dry Stock Count							
Frozen Stock Count							
Perishable Stock Count (Vegetables and Meats)							

COFFEE BAR OPERATION							
DAILY BREWING	TUE	WED	THU	FRI	SAT	SUN	Acknowledge
Hygiene & Uniform							
Bar Set Up							
Calibration of Coffee Offerings							
Refill Service Water Bottles							
Refill Coffee Machine Water							
Infused Thai Tea							
Infused Hibiscus Tea							
Infused Butterfly Pea Tea							
Brew Cold Drip							
Homemade Milk (Taste Test and Build)							
Stock Lemonade Mixer Bottles							
Stock Peach Mixer Bottles							
Stock Tonic Water Mixer Bottles							
Stock Lime Cordials (Jamaica)							
Stock Orange Juice Bottles							
Stock Pineapple Juice Bottles							
Plastic Cups and Lids (16oz & 12oz)							
Paper Cups and Lids (8oz cups)							
Straw							
Refill Sweetener							
Feed the Fish							
Stock Bar Towels (Steaming and Black Towels)							
DAILY CLEANING							
Coffee Bar Counter (Sanitize with Alcohol)							
Coffee Bar Floors							
Coffee Bar Sink (No foods and dirty glasses)							
Cabinet Doors (No Dirt or Coffee Stains)							
Rubber Mats (No Lizard Poops and Dust)							
Dusting of Display Woods and Hex							
Wipe visible wall stains (Dining Area and Toilet)							
Shoji (Floors, couch and windows)							
Kiyo & Hayashi (Table and Floors)							
Shokudo (Tables and floors, pond area)							
Roka (Tables and floors)							
Ranji (Couch, floors, and floor mat)							
Ishigumi & Noo Ren (Table and floors)							
Watering of Plants (All areas)							
Fans (Ceiling, Wall, Stand Fan)							
TOILET							
Toilet Rolls and Hand Towels							
Sanitizer and Hand Soap							
Air Freshener (Glade and Albatross)							
Mirror Sink Toilet Bowls							
Plant							
Floor Mopping							
Cleaning Agent (Zonrox, Blue Sanitizer)							
DAILY CHARGE							
Power Bank for Fish							
5 Spotlights (Painting, Frames, flavor wheel)							
Batteries (2 Candles Outdoor, Offerings, Spotlight)							
Weighing Scales							
Japanese Lanterns							
WEEKLY STOCK INVENTORY							
Base (Coffee and Teas)							
Packaging (Stickers, cups, bags, straws)							
Mixers and Juices							
Cleaning Agents (Zonrox, Dishwashing, Caffeto)							