



# Chore Book

## REMEMBER:

- If a customer comes in while doing your chore, immediately stop to help them
- Please do not leave dirty rags around where customers can see them.

# Monday Morning: Dusting (Behind the Counters)

## Prepare

- Bleach rag(s)
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## Instructions

Thoroughly wipe down all surfaces behind the counters and scrub all countertops. ***Make sure to move items as you need to clean underneath them.*** The following places must be cleaned for the chore to be considered complete:

### Front Register Area

- The top of the pastry display
- The food prep shelf
- Under the oatmeal display, tip jar, and gum display
- The register (screen, receipt printer, top/under/behind the till, and anything near it)
- The tea tins and sleeve holders (including underneath them)

### Espresso Machine Area

- Underneath the hot cup and lid holders
- The counter under the thick sauces (including the ledge next to the one in the front)
- The counter under the thin sauces
- The black wall under the handout counter by the espresso machines



The syrup can be hard to clean, but if you use the hot water from the brewer, you can remove the syrup easily!

- The espresso machines
  - Move all the milk pitchers to prevent dust or beans from falling into them.
  - Remove the hoppers from the top of the machines by pressing the lever on the outside bottom of the hopper and then lifting it. Put this off to the side, but **note**

### **which beans are decaf!**

- c. Wipe off all the tops, sides, and backs of the machines.
- d. Clean under and behind the espresso machines (make sure to clean the **WHOLE** countertop all the way to the back).
- e. Put the hoppers back and pull the levers back out until they are completely aligned with the sides of the machine (see the image below).



- The ledge in front of the machines/flavors (make sure to move the business cards)

### **Cold Drink Station**

- The drink handout counter (including the ledge between the cold drink counter and bar)
- The wall behind the blender, including the edge molding between the counters and wall
- Underneath the cup and lid holders
- Underneath and behind the blenders, bases, and the napkin dispenser with sugars on it
- The counter under the thick sauces (including the vanilla next to it)

### **Back Register Area**

- Along the drive-thru window sill
- The register (screen, receipt printer, top/under/behind the till, and anything near it)
- Under the plasticware holder, tip jar, and the napkin tin by the drive-thru window

### **Back Counter Area**

- Around the hand-washing sink and underneath the bleach bucket and all things around it
- Underneath the cup and pink lid holders
- The counters under the thin sauces (including the leftover syrups to the left of the racks)
- Remove the mugs from the top of the brewer and wipe down the top/sides and the counter beneath it

- Brush off all loose grounds from the grinder and wipe down the top/sides and underneath it
  - The crevices we keep the microwave and coffee beans in (make sure to clean under and the top of the microwave as well)
  - Under and behind the items in the bagel corner (toaster, bagel cutter, countertop organizer, etc.)
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**Please make sure to mark off your chore as complete on the chore board!**

# Monday Morning: Dusting (Lobby)

## Prepare

- Bleach rag(s)
  - Swiffer duster
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## Instructions

Thoroughly wipe down and dust all surfaces in the lobby. ***Make sure to move items as you need to clean underneath them.*** The following places must be dusted and cleaned for the chore to be considered complete:

- Shelves beneath the drink handout counter
  - Along the window sills of every window and door in the shop (including the glass in-between the conference room and the rest of the shop)
  - Along the wooden accent moldings along all walls that have them
  - The table next to the condiment bar and the base stands of the PA system
  - Wipe down the shelving units and clothing racks. Make sure you clean:
    - Under the stuff on the top of the pillar in the center
    - In between the pillar and the shelving base (using a Swiffer)
    - Every shelf by moving the contents, wiping them down, and putting the contents back nicely
  - The tops, in-betweens, and bases of the gumball and candy machines
  - The entire stone ledge of the fireplace and the fireplace vents
  - The wooden shelf in the conference room (including underneath everything)
  - The shelf next to the register with High Point merch
  - The front of the pastry case
  - The banana and chip display next to the pastry case
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**Please make sure to mark off your chore as complete on the chore board!**

# Monday Night: Syrup Racks

## Prepare

- Sink full of hot, soapy water and one with clean water
  - Brush or rag (whichever is preferred)
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## Instructions

1. Remove the syrup bottles from their racks and **place them in the exact order and position as they would be in the racks.**
  2. Take each rack to the back sink individually and let them soak for a few minutes in hot water. Then, wash the racks with a brush or rag, making sure to remove all syrup from them.
  3. Dunk in clean water and then bleach water.
  4. Let them dry on the cold brew counter.
  5. Once the syrup pumps are clean, put all the bottles back into the rack in the same order.
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**Please make sure to mark off your chore as complete on the chore board!**

# Monday Night: Syrup Pumps

## Prepare

- Pitcher full of hot brewer water
- Bleach rag(s)

## Instructions

The following things must be cleaned for the chore to be considered complete:

Clean the syrup pumps and bottles:

- a. Place the pitcher of hot water in the small sink up front.
- b. Take **ONE** syrup bottle at a time and unscrew the pump. Pump any remaining flavor into the syrup bottle.
- c. Once the pump is empty, take it and place the bottom into the hot water pitcher, pumping as many times as needed until it looks free of syrup.
- d. Then, flip the pump around so the head goes into the hot water. Stir it around, remove it, and wipe off any remaining syrup with the bleach rag.
- e. Wipe the bottles with the rag until the syrup comes off the outside.
- f. Place the bottle back in its position and repeat. Make sure to do all the thin and thick syrups, including those in the cold station. **If we have a lot of thick syrup pumps, you can replace the pumps entirely rather than clean them. These tend to keep residue and are more challenging to clean thoroughly, so replace the pumps if possible.**

Clean the counter underneath the racks

Clean the left side of the right espresso machine

Clean the wall to the right of the drive-thru window



The syrup can be hard to clean, but if you use the hot water from the brewer, you can remove the syrup easily!

**Please make sure to mark off your chore as complete on the chore board!**

# Tuesday Morning: Drip Drains

## Prepare

- Sink full of hot, soapy water and one with clean water
- Soft scrub (this will bleach clothes, so be careful or wear an apron)
- Green scrubby pad

## Instructions

1. Turn off the water spigot and remove the inner bucket from the drain. This is full of water, so be careful not to spill it onto the floor. Empty the bucket into the nearest sink.
2. Fill a milk pitcher with water and put one of the spoons in it for the drink maker to use.  
**You will need to clean this after the other spoons are cleaned and the drip drain is put back together.**
3. Take the inner bucket and remaining spoons to the back sink and let them soak in the hot, soapy water.
4. Soak the green scrubby pad with water, and using a tiny amount of soft scrub, begin scrubbing the inner bucket and each spoon. Rinse with the soapy water, then clean water, then bleach water.
5. Leave it on the dish rack to dry, and take the soft scrub and green scrubby pad to the front.
6. Scrub all walls by the drip drain, the spigot, the knob, and around the drip drain hole (make sure to push the ring around to clean everything).
7. Scrub the inner part of the drain well. Then, turn on the spigot, and rinse everything.
8. Put the drain back together, turn the spigot on a low setting, put all the spoons back into the drip drain, and wipe up any water that may have spilled out.
9. Clean the final spoon that the drink maker had been using.



Be sure to rinse soft scrub thoroughly. You'll know you missed a spot because soft scrub will leave a white, dusty residue when not rinsed properly!

**Please make sure to mark off your chore as complete on the chore board!**



# Tuesday Morning: Cabinets

## Prepare

- Bleach rag(s)
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## Instructions

Thoroughly wipe down all cabinets and drawers. Clean the inside and outside of the doors, front of drawers, and along the edges. ***Move items in drawers and cubbies as you need to clean underneath them.*** The following things must be cleaned for the chore to be considered complete:

- Cabinets under the bagel corner
  - Drawers beneath the coffee pots
  - Cabinets beneath the sugar-free syrups/small sink
  - The counter wall in between the small sink and window till
  - Drawer and cubby under window till
  - All black cabinets and walls along the cold drink station
  - Trash cubby underneath the espresso machines
    - Use the small black broom to sweep all of the espresso grounds/garbage on the bottom before wiping the walls and floor inside the cubby
  - Black wall to the left and underneath the drip drain
  - Cubby with extra cups and lids for stocking
  - Drawer and cubby underneath the front till
  - Cubby with the cords and receipt paper
  - Tip cup and cleaning supply shelves to the left of the food prep s
  - The wall behind the trash can to the right of the pastry case
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**Please make sure to mark off your chore as complete on the chore board!**

# Tuesday Night: Front Fridges

## Prepare

- Bleach rag(s)
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## Instructions

Thoroughly wipe down all surfaces of the fridges. Clean the inside and outside of the doors, shelves, and edges. ***Move items as you need to clean beneath them, but put them on the counter, NOT the floor.*** The following things must be cleaned for the chore to be considered complete:

- Even though this should be done every night, check if any pitchers need to be changed and change them. They should be changed every two days! For example, change it if it says 01/01, but it is 01/03.
  - Top and bottom of the white racks
  - Floor, inside walls, ceiling, and back walls of the fridges
  - Wipe the edges, hinges, and inside rubber sealing ridges
  - Wipe down the small ledge at the bottom of the fridge between the wheels
  - Clean the inside and outside of the doors
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**Please make sure to mark off your chore as complete on the chore board!**

# Tuesday Night: Back Fridges

## Prepare

- Bleach rag(s)
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## Instructions

Thoroughly wipe down all surfaces of the fridges. Clean the inside and outside of the doors, shelves, and edges. ***Move items as you need to clean beneath them.*** The following things must be cleaned for the chore to be considered complete:

- The bottom of the fridge must be completely wiped out and cleaned with a bleach rag.  
You can move/remove items from the fridge to take out the shelf for easier access
  - The tops and bottoms of all white shelves
  - The inside walls, ceiling, and back walls of the fridges
  - Wipe the edges, hinges, and inside rubber sealing ridges
  - Clean the top and bottom vents on the outside of the fridges
  - Clean the inside and outside of the doors. Make sure to wipe under any magnets and papers and return them to their proper places
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**Please make sure to mark off your chore as complete on the chore board!**

# Wednesday Morning: Containers

## Prepare

- Sink full of hot, soapy water and one with clean water
  - Bleach rag(s)
  - Ziploc bags (x4)
  - Extra scoops from drawer underneath coffee pots (x3)
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## Instructions

The following things must be cleaned for the chore to be considered complete:

- Coffee and vanilla base (and scoops)
- Protein powder (and scoop)
- Matcha powder (and scoop)
- All lid and cup holders (make sure not to stack the piles of lids/cups too high when you put them on the counter or else they might topple over):
  - Cup holders by drive-thru (x2)
  - Cold lid pink baskets by drive-thru (x2)
  - Cold cup and lid holders at cold station (x2)
  - Hot lid and cup holders by espresso machines (x2)
  - Metal sleeve holders

## **Steps to Clean Containers:**

1. Open a Ziploc bag and place it over the top of the container. Turn the container upside down and empty the contents into the Ziploc bag.
2. Put the clean scoops into the Ziploc bags and leave the bags where the containers were.
3. Take the containers and scoops to the back room and let them soak in the hot water before washing them with a brush or rag.
4. Then dunk in clean water, bleach water, and let them dry.
5. Once mostly dry, take a dry rag and wipe down the containers. **Moisture in the containers causes the powder to clump up and go bad so make sure they are completely dry.**

6. Then refill the containers with the powder from the Ziploc bags (make sure to put the vanilla base in the vanilla base container and coffee base in the coffee base container).
7. Make sure to stock the bases or matcha if they are running low!

#### **Steps to Clean Lids/Cup/Sleeves Holders:**

1. Remove all lids/cups/sleeves from a holder and put the contents on the counter in piles.  
**Make sure not to stack the piles of lids/cups too high when you put them on the counter, or else they will topple over.**
  2. Take each holder (one or two at a time) to the back room and let it soak in the hot water before washing it with a brush or rag.
  3. Then dunk in clean water, bleach water, and let them dry.
  4. Once dry, remember to put everything back!
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**Please make sure to mark off your chore as complete on the chore board!**

# Wednesday Morning: Drizzle Bottles

## Prepare

- Sink full of hot, soapy water and one with clean water
  - Bleach rag(s)
  - Ziploc bag
  - Extra scoop
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## Instructions

The following things must be cleaned for the chore to be considered complete:

- Syrup drizzle bottles (x4)
- Spice shakers (x3)
- Chamoy drizzle bottle
- Honey drizzle bottle
- Sugar pourer
- Brown sugar container

### Steps to Clean Brown Sugar Container:

1. Open a Ziploc bag and place it over the top of the container. Turn the container upside down and empty the brown sugar into the Ziploc bag.
2. Put the clean scoop into the Ziploc bag and leave the bag where the container was.
3. Take the container and scoop to the back room and let them soak in the hot water before washing them with a brush or rag.
4. Then dunk in clean water, bleach water, and let them dry.
5. Once mostly dry, take a dry rag and wipe down the container. **Moisture in the container causes the powder to clump up and go bad, so make sure it's completely dry.**
6. Then refill the container with the brown sugar from the Ziploc bags.
7. Make sure to stock the brown sugar if it is running low!

### Steps to Clean Drizzle Bottles and Shakers:

1. One by one, pour each of the contents of the bottles, shakers, and containers into hot cups and leave them in their usual spots.
  2. Take the bottles, shakers, and containers into the back room and let them soak in the hot water before washing them with a brush or rag.
  3. Then dunk in clean water, bleach water, and let them dry.
  4. Once mostly dry, take a dry rag and wipe down the container. **Moisture in the container causes the powder to clump up and become icky, so make sure it's completely dry.**
  5. Then, carefully refill the bottles, shakers, and containers with their corresponding contents. **Please make sure the correct lids are on each of the bottles!**
  6. Make sure to stock any of the contents if they are running low!
  7. Label the cinnamon and nutmeg using tape and a Sharpie.
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**Please make sure to mark off your chore as complete on the chore board!**

# Wednesday Night: Coffee Pots

## Prepare

- Sticky notes
  - Cleaning tablet(s)
  - Bleach rag(s)
  - Green scrubby pad
  - Soft scrub (this will bleach clothes, so be careful or wear an apron)
  - Long dish brush
  - Dish soap
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## Instructions

There are four coffee pots to clean, so please repeat the steps below for all pots. **Be sure you have at least two out at a time for brewing coffee.**

### **Steps:**

1. Dump out any existing water or leftover coffee from the coffee pot. Rinse it well **TWICE**.
2. Put a cleaning tablet into the empty pot and place it under the brewer.
3. Make sure there is no coffee filter or leftover grounds in the brewer basket, and once you ensure it is empty, start the brewer.
4. Once the brewer finishes and you have a pot full of hot cleaning tablet water, put the coffee lid back on.
5. **Wait one hour! To keep track of this, write a sticky note and place it on the pot with the current time or one hour in the future, whichever you prefer.**
6. Once the hour has passed, move the pot by the sink and open the top as if you were to pump coffee. Pump the water out into the sink until it runs clear.
7. Remove the lid, and with a bleach rag, wipe down:
  - The top
  - The handle
  - Under the pump
  - The bottom

8. Remove the pumping piece in the coffee pot and scrub the metal stem and black top with a green scrubby pad and some dish soap. Make sure there is no coffee residue.
  9. Rinse well and run water through the stem until the water runs clear. Then, set it aside.
  10. Using the dish brush, scrub the inside of the coffee pot while still full of water. Make sure to scrub:
    - The bottom
    - The walls of the coffee pot
    - Around the top inner rings where the pumping piece sits
    - Around the top black base
  11. Use the green scrubby pad and a small amount of soft scrub to scrub the outside of the coffee pot. Focus near the top where the stainless steel meets the black plastic. There **WILL** be coffee buildup here that may require some elbow grease.
  12. After scrubbing, dump out the water.
  13. Fill it back up with clean water and then dump the water. **Repeat this step twice for a total of three fills and dumps.**
  14. If the coffee pot won't be used, fill it with hot water, put the lid on, and place it behind the other pots on the counter. Flip the handle over the lid to indicate there is no coffee in the pot.
  15. Take a bleach rag and wipe the outside of the coffee pot to prevent water spots.
  16. **Repeat these steps for each of the coffee pots!**
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**Please make sure to mark off your chore as complete on the chore board!**

# Wednesday Night: Coffee Brewer

## Prepare

- Sink full of hot, soapy water and one with clean water
  - Bleach rag(s)
  - Clean rag
  - Green scrubby pad
  - Soft scrub (this will bleach clothes, so be careful or wear an apron)
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## Instructions

The following things must be cleaned for the chore to be considered complete:

- Both brewer baskets
- The two red pieces above the brewer baskets
- The tops, sides, and front of the brewer with a bleach rag (remove all mugs, timers, and other items from the top of the brewer)
- The tops, sides, and front of the grinder with a bleach rag
- The **entire** countertop under the brewer and grinder (move things out of the way to clean under)
- The wall and moldings behind the brewer

## **Steps for Cleaning Brewing Baskets:**

1. Take out the brewing baskets and pop out the metal inserts. Then pop off the two red pieces from above the brewer baskets (these are kind of hidden, but if you look from below, you will find them) and take the pieces to the back.
  2. Pop out the wire inserts in the brewer baskets and let each piece soak in the hot water before washing them with a brush or rag.
  3. Then dunk in clean water, bleach water, and let them dry.
  4. Reassemble the magnetic pieces and brewer baskets and put everything back.
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**Please make sure to mark off your chore as complete on the chore board!**



# Thursday Morning: Whipped Cream

## Prepare

- Sink full of hot, soapy water and one with clean water
  - Bleach rag(s)
  - Green scrubby pad
  - Soft scrub (this will bleach clothes, so be careful or wear an apron)
  - Long dish brush
  - Dish soap
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## Instructions

All three whipped cream canisters must be cleaned for the chore to be considered complete. However, if you don't run out of whipped cream in one or more canisters by the end of your shift, please let the next shift know to do this once the remaining canisters have run out.

Once a whipped cream canister has run out, take it to the back sink and disassemble it. After total disassembly, you should have six total pieces. See the image below to confirm if you have completely disassembled the canister:



## **Steps:**

1. Soak all pieces in the hot, soapy water for a few minutes.
2. Clean the inside and outside of each piece thoroughly with soap and a brush or rag.

- Whipped cream can hide in the nozzle, so triple-check that this is clean. Run hot water through it a few times to ensure the water runs clear.
3. The top piece (with the handle) and outside of the base should be scrubbed with a small amount of soft scrub and a green scrubby pad.
  4. Then dunk in clean water, bleach water, and let all pieces dry.
  5. **When you reassemble the canisters, please double-check that the white O-shaped seal is placed in the top piece. This is easy to forget, but the canister is unusable without it.**
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**Please make sure to mark off your chore as complete on the chore board!**

# Thursday Morning: Oven & Backstock

## Prepare

- Sink full of hot, soapy water and one with clean water
  - Bleach rag(s)
  - Clean rag(s)
  - Soft scrub (this will bleach clothes, so be careful or wear an apron)
  - Scrubbing bubbles
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## Oven Instructions

The following things must be cleaned for the oven part of the chore to be considered complete:

- Oven racks
- Top of the oven (remove all mugs, bowls, etc., and place them to the side)
- The right side of the oven
- Inside the oven
- Racks under the oven (remove all baking plates on the racks and place them to the side)
- The bottom legs of the oven (including all metal bars and shelf holders!)

## **Steps to Clean Oven:**

1. Before starting, ensure the oven hasn't been used recently, and the inside is cool enough to touch.
2. Spray the oven's inside walls, floor, and ceiling with scrubbing bubbles. **Avoid spraying the vents at the back.**
3. Wipe down with a clean rag. Use some elbow grease!
4. Use a rag and a long dish brush to clean the space between the inner and outer glass of the door.
5. Put the racks back into the oven, but make sure not to use the bottom shelving hook in the oven; this will burn pastries, cookies, etc.
6. **Run the oven for 5 minutes at 350° to remove any remaining scrubbing bubbles!**

## **Steps to Clean Racks:**

1. Remove the racks (inside and underneath the oven) and let them soak in the hot water before using the green scrubby pad and a small amount of soft scrub to scrub the racks.
  2. Then dunk in clean water, bleach water, and let them dry.
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## **Backstock Instructions (to be completed with other opener)**

You must organize the backstock with the other person working. This includes the following:

### Alternative Milk & Drinks Shelf

- Wipe any visible dirt or debris on the shelves using a bleach rag
- Condense the shelves of any unnecessary boxes by taking the milk alternatives and chai out of their boxes and putting them on the shelf if there is room
- Make sure all items are together and not on another shelf (club soda together, Redbull together, etc.). If you can remove any near-empty boxes, please do so
- Dust any open bottles and the tops of any remaining boxes that need it

### Shelf Next to Freezer

- Wipe any visible dirt or debris on the shelves using a bleach rag
- Condense any boxes you can to reduce clutter
- Cut apart the peanut butter, apple juice, and lemonade if there are any that are joined
- Take vanilla syrups to the front if you can fit more in their cabinet up front
- Stock anything else that can be stocked (condiments, tea bags, etc)

### Beans Shelf

- Wipe any visible dirt or debris on the shelves using a bleach rag
- Take thick syrups to the front if you can fit more in their cabinet up front
- Organize the beans so the oldest beans are up front and the newest are in the back

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**Please make sure to mark off your chore as complete on the chore board!**

# Thursday Morning: Backroom Shelves & Backstock

## Prepare

- Bleach rag(s)
  - Scrubbing bubbles
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## Backroom Shelves Instructions

The following things must be cleaned for the backroom shelves part of the chore to be considered complete:

### Cup and Lid Backstock Shelves

- Wipe any visible dirt or debris on the shelves using a bleach rag
- Clean the shelves for personal drinks and belongings by moving everything and wiping down the white mat and clear drink container where we put our drinks

### Stainless Steel Shelves

- Clean the stainless steel shelves above the sink used for rags and pitchers with a bleach rag, making sure to move and clean under everything

### Paper Towel & Napkin Shelves

- Wipe all white wire shelves using a bleach rag, moving anything you can to clean underneath
- Check if any of the oatmeal boxes can be condensed to fewer boxes, making sure to stock the oatmeal up front if room is available

### Cold Brew Station Shelves

- Wipe the top of the cold brew station shelf using a bleach rag, moving the cold brew containers and dish rack to clean underneath

- Move all cleaning supplies from the bottom shelf under the cold brew containers, spray with scrubbing bubbles, and clean it using elbow grease
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### **Backstock Instructions (to be completed with other opener)**

You must organize the backstock with the other person working. This includes the following:

#### Alternative Milk & Drinks Shelf

- Wipe any visible dirt or debris on the shelves using a bleach rag
- Condense the shelves of any unnecessary boxes by taking the milk alternatives and chai out of their boxes and putting them on the shelf if there is room
- Make sure all items are together and not on another shelf (club soda together, Redbull together, etc.). If you can remove any near-empty boxes, please do so
- Dust any open bottles and the tops of any remaining boxes that need it

#### Shelf Next to Freezer

- Wipe any visible dirt or debris on the shelves using a bleach rag
- Condense any boxes you can to reduce clutter
- Cut apart the peanut butter, apple juice, and lemonade if there are any that are joined
- Take vanilla syrups to the front if you can fit more in their cabinet up front
- Stock anything else that can be stocked (condiments, tea bags, etc)

#### Beans Shelf

- Wipe any visible dirt or debris on the shelves using a bleach rag
- Take thick syrups to the front if you can fit more in their cabinet up front
- Organize the beans so the oldest beans are up front and the newest are in the back

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**Please make sure to mark off your chore as complete on the chore board!**

# Thursday Night: Sweep & Mop Back

## Prepare

- Mop bucket full of water and a splash of pine sol
  - Broom and dustpan
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## Instructions

The following areas must be **swept well and mopped thoroughly** for the chore to be considered complete:

- All corners by the desk in the back, making sure to move things as needed
- Underneath the ice bin, oven, and cold brew shelf
- Under the beans shelf and shelf next to the freezer
- Under the sinks
- Under the center drinks shelf
- Underneath fridges and freezers
- Underneath cups and lid shelves



You will have to get down on the ground to sweep and mop under many of these places to reach the very back. This is a deep clean, not a typical nightly sweep and mop so make sure to be THOROUGH!

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Please make sure to mark off your chore as complete on the chore board!

# Thursday Night: Sweep & Mop Front

## Prepare

- Mop bucket full of water and a splash of pine sol
  - Broom and dustpan
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## Instructions

The following areas must be **swept well and mopped thoroughly** for the chore to be considered complete:

- Underneath both small fridges
- Underneath the cold drink station
- Underneath the small garbage and drip drain area
- Underneath the front till area
- Underneath the pastry case and food prep shelf



You will have to get down on the ground to sweep and mop under many of these places to reach the very back. This is a deep clean, not a typical nightly sweep and mop so make sure to be THOROUGH!

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Please make sure to mark off your chore as complete on the chore board!

# Friday Morning: Ice Bin

## Prepare

- Sink full of hot, soapy water and one with clean water
  - Bleach rag(s)
  - Dry rag(s) or paper towels
  - Green scrubby pad
  - Soft scrub (this will bleach clothes, so be careful or wear an apron)
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## Instructions

The following things must be cleaned for the chore to be considered complete:

- Metal ice scoop
- Metal scoop holder
- Ice bucket
- Ice bin
- Ice bin lid

### **Steps for Cleaning Ice Scoop/Holder/Ice Bin Lid:**

1. Let them soak in the hot water before using the green scrubby pad and a small amount of soft scrub to scrub each item.
2. Then, dunk in clean water, bleach water, and let them dry.

### **Steps for Cleaning Ice Bucket:**

1. Let them soak in the hot water before scrubbing it with a brush or rag.
2. Then dunk in clean water, bleach water, and let it dry.

### **Steps for Cleaning the Ice Bin:**

1. If there is still ice in it, scoop it out and put it into the cold station sink until it is completely empty.

2. If there is any frost along the walls, fill a milk pitcher with hot brewer water and pour it along the walls of the ice bin until all the frost melts.
  3. Take a dry rag or paper towel and dry up any remaining water.
  4. Take a bleach rag and wipe down the inside and outer edges of the ice bin.
  5. Once dry, refill with ice and place the freshly cleaned lid back.
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**Please make sure to mark off your chore as complete on the chore board!**

# Friday Morning: Condiment Bar

## Prepare

- Bleach rag(s)
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## Instructions

The following things must be cleaned for the chore to be considered complete:

- Top of the condiment bar, including under everything on it
  - Each stainless steel holder that holds utensils, straws, and sugar packets. **Make sure to rotate all sugar packets!**
    - **Pro Tip:** Start with the black stirrer straws since these are in a plastic cup. Remove the cup, clean the holder with the bleach rag (inside and out), then move another item (such as the straws) into the cleaned holder. Repeat this with all the items until you have one clean holder to place the black stir straws back into. **Additionally**, when you are putting the sugar and honey packets into a clean holder, place the clean holder upside down on top of the full holder, and while holding both holders together, turn them upside down. This will rotate the packets and move them over quickly.
  - Napkin holder
  - Stainless steel inner ring that leads to trash bin
  - Inside the cabinets (including the one with the trash bin); make sure to move all items to wipe underneath them as you go
  - The inside and outside of each cabinet door
  - The outside of the condiment bar on each side, including the black molding
  - Stock the condiment bar and put all supplies back in their place
- 

**Please make sure to mark off your chore as complete on the chore board!**

# Friday Night: Pastry Case

## Prepare

- Sink full of hot, soapy water and one with clean water
  - Bleach rag(s)
  - Clean rag(s)
  - Windex
- 

## Instructions

1. Clear the top of the pastry case of all items and wipe it down with a bleach rag. Then, clean the front window of the pastry case by spraying it with Windex and wiping it with a clean rag.
  2. Open the pastry case and move the display food to clean plates. If any of the display food looks bad (moldy, falling apart, etc.), replace it with a new one.
  3. Using Windex and a dry rag, clean the inside glass at the front of the pastry case, the shelves, the bottom, and the inside and outside of the doors. You will need to either move or remove all items to clean underneath them as you go.
  4. Take all food display plates (scones, cookies, muffins, egg bites, etc.) to the back and soak them in the hot soapy water before scrubbing them with a brush or rag.
  5. Then dunk in clean water, bleach water, and let it dry.
  6. Put the cookies and scones back on the square plates and put them back on top of the pastry case along with the other decorations. Make sure everything looks nice!
  7. Make sure to stock anything that looks low (drinks, coffee beans, protein bars, etc.)
- 

**Please make sure to mark off your chore as complete on the chore board!**

# Friday Night: Scrub Big Sink

## Prepare

- Bleach rag(s)
  - Green scrubby pad
  - Soft scrub (this will bleach clothes, so be careful or wear an apron)
- 

## Instructions

1. Using the soft scrub and a green scrubby pad, scrub the entire sink that we use to clean dishes. This includes the ledges on the left and right, all edges, the faucet/knobs, and the drains.
  2. Once everything has been scrubbed, rinse the area well and dry everything with a clean rag.
  3. Take a bleach rag and wipe the outside of the sink and the wall behind the sink.
  4. Wipe up any water that spilled on the counter or floor with a clean rag or Swiffer.
  5. Make sure to refill the bleach sink with bleach water again by filling the left section of the sink with cold water. Pour a cap full of bleach from the bleach jug under the cold brew station.
- 

**Please make sure to mark off your chore as complete on the chore board!**

# Friday Night: Scrub Small Sinks

## Prepare

- Bleach rag(s)
  - Green scrubby pad
  - Soft scrub (this will bleach clothes, so be careful or wear an apron)
- 

## Instructions

There are three sinks you have to clean for this chore: the handwashing station in the backroom, the handwashing station up front, and the cold drink station sink. Repeat the following steps for each sink:

1. Using the soft scrub and a green scrubby pad, scrub the entire sink. This includes all edges, the faucet/knobs, and the drain.
  2. Once everything has been scrubbed, rinse the area well and dry everything with a clean rag.
  3. For the handwashing station in the backroom only, take a bleach rag and wipe the outside of the sink and the wall behind the sink.
  4. Wipe up any spilled water on the counter or floor with a clean rag or Swiffer.
- 

**Please make sure to mark off your chore as complete on the chore board!**

# Saturday Morning: Lobby Trash Cans

## Prepare

- Clean rag(s)
  - Scrubbing bubbles
  - Disinfectant spray
- 

## Instructions

The following trash cans must be cleaned for the chore to be considered complete:

- The small one in the condiment bar
- The black one next to the condiment bar
- The black one by the front door

## **Steps:**

1. Carry one trash can at a time to the back room.
  2. Take the trash bag out. If it is more than half-way full or is leaking, throw it away.  
Otherwise, place it to the side and put it back in once you have finished cleaning the can.
  3. If there is any debris inside the can, please remove it and throw it away.
  4. Spray the inside and outside of the trash can with the scrubbing bubbles and wipe it clean with a rag. Make sure to clean the bottom very well.
  5. For the two black trash cans, make sure to spray the inside and outside of the lid and wipe these clean as well.
  6. Spray the disinfectant spray inside and outside of the trash can.
  7. Put the garbage bag or a new one in the trash can and return it to its original location.
- 

**Please make sure to mark off your chore as complete on the chore board!**

# Saturday Morning: Back Trash Cans

## Prepare

- Clean rag(s)
  - Scrubbing bubbles
  - Disinfectant spray
- 

## Instructions

The following trash cans must be cleaned for the chore to be considered complete:

- The small one under the espresso machines
- The gray one by the cold brew station
- The gray one by the bagel station

## **Steps:**

1. Carry one trash can at a time to the back room.
  2. Take the trash bag out. If it is more than half-way full or is leaking, throw it away.  
Otherwise, place it to the side and put it back in once you have finished cleaning the can.
  3. If there is any debris inside the can, please remove it and throw it away.
  4. Spray the inside and outside of the trash can with the scrubbing bubbles and wipe it clean with a rag. Make sure to clean the bottom very well.
  5. Place the garbage sack or a new one in the trash can and return it to its original location.
- 

**Please make sure to mark off your chore as complete on the chore board!**

# Saturday Night: Sweep Lobby

## Prepare

- Broom and dustpan
- 

## Instructions

*This is easiest to do before putting all the chairs and tables back from Open Mic Night, so once it ends, begin the chore immediately.* The following things must be swept for the chore to be considered complete:

- All edges by the windows
  - Under the metal table by the condiment bar
  - Under all tables and chairs
  - Under the vendor display shelves
  - Under the plush chairs around the fireplace and High Point Legends board
  - Under the bar
  - Under the table in the conference room
  - Under the rugs by the doors
- 

**Please make sure to mark off your chore as complete on the chore board!**

# Saturday Night: Mop Lobby

## Prepare

- Mop bucket full of water and a splash of pine sol
- 

## Instructions

*This is easiest to do before putting all the chairs and tables back from Open Mic Night, so once it ends, begin the chore immediately.* The following things must be mopped for the chore to be considered complete:

- All edges by the windows
  - Under the metal table by the condiment bar
  - Under all tables and chairs
  - Under the vendor display shelves
  - Under the plush chairs around the fireplace and High Point Legends board
  - Under the bar
  - Under the table in the conference room
  - Under the rugs by the doors
- 

**Please make sure to mark off your chore as complete on the chore board!**

# Sunday Morning: Bathrooms

## Prepare

- Clean rag(s)
  - Scrubbing bubbles
  - Disinfectant spray
- 

## Instructions

The following things must be cleaned for the chore to be considered complete:

### **Using scrubbing bubbles, clean the following areas:**

- Walls around and behind the toilet, the garbage can, and the sink
- All moldings
- The outside of the toilet (specifically focusing on the back part and the part closest to the ground)
- Outside of the trash can
- Baby changing station (in the left bathroom)

### **Dust the following areas:**

- Top of the door
- Along the wooden edging
- Along the picture frames
- The top corners of the room

### **Spray the following places with disinfectant:**

- Door handle (inside and outside)
- Handicap bars
- Soap dispenser
- Toilet paper dispenser
- Paper towel dispenser

- Toilet brush/plunger holder



The closers the previous night should have swept, mopped, cleaned the sink, cleaned the inside of the toilet, wiped down the mirror, and restocked everything. However, if you notice anything that wasn't done, do this now.

**Please make sure to mark off your chore as complete on the chore board!**

# Sunday Night: Tables & Chairs

## Prepare

- Bleach rag(s)
  - Disinfectant spray
- 

## Instructions

Using a bleach rag, wipe down all the lobby chairs and tables. After wiping them down, spray disinfectant on surfaces commonly touched (seats, backs, tops of tables, etc.). The following things must be cleaned for the chore to be considered complete:

- The tops and bases of all tables, including the one to the left of the condiment bar and the bar table
  - The back, seat, and legs of all chairs
  - The back, seat, armrests, and outside of all plush chairs
  - The tops and bases of all end tables by the plush chairs
  - All armrests and legs of the chairs in the conference room
  - The top and legs of the table in the conference room
- 

**Please make sure to mark off your chore as complete on the chore board!**

# Sunday Night: Bagel Corner

## Prepare

- Sink full of hot, soapy water and one with clean water
  - Bleach rag(s)
  - Green scrubby pad
  - Soft scrub (this will bleach clothes, so be careful or wear an apron)
- 

## Instructions

1. Move the to-go containers, bagels, bread, utensils, plates, and napkins out of the way.
2. Pour the chocolate-covered espresso beans into a large Ziploc bag. Then, take the clear container and scoop to the back to soak.
3. Take any tongs, knives, serving spatulas, the bagel cutter, and the toaster oven tray to the back to soak.
4. Clean out the toaster by removing the crumb trays from the bottom of the machine and shaking the machine gently. Crumbs should fall out of it
5. Clean the oven toaster tray with soft scrub and the green scrubby pad. You can clean everything else with a brush or rag.
6. Then, dunk in clean water, bleach water, and let them dry.

## **Wipe down the following areas with a bleach rag:**

- Outside of the toaster
  - Outside of the toaster oven
  - The tops and legs of the two black racks
  - The entire countertop, making sure to move everything to clean underneath
- 

**Please make sure to mark off your chore as complete on the chore board!**

# Sunday Night: Dish Rack

## Prepare

- Sink full of hot, soapy water and one with clean water
  - Green scrubby pad
- 

## Instructions

1. Make sure there are no dishes on the dish rack. If there are, put them away before beginning.
  2. Take the dish rack apart and let each part soak in the hot soapy water.
  3. Take the green scrubby pad and some soft scrub and thoroughly wipe down each part of the dish rack.
  4. Then, dunk in clean water, bleach water, and let them dry.
  5. Put a dry rag under the dish rack area and put the dish rack back together on top of it.
- 

**Please make sure to mark off your chore as complete on the chore board!**