	Task	Done

Start of Shift	• Sweep and Mop bar and dining room.
	  o Change mop head daily. Replace with green mop head and throw old one away in the trash.
	  o Use green color-coded mop bucket and mop.	

	• Check chemicals below sinks and turn on exhaust fan. o Replace any chemicals that are low or out (replace sanitizer before this is empty because it can be difficult to prime the dishwasher with it).	

	• Set up dish station.
	  o Put out 3 utensil soaking containers for servers. Fill partially with soap and water.
	  o Put out 1 bus tub on floor partially filled with water and degreaser for kitchen utensils.
	  o *Tip: Sort dishes by type (sheet trays, utensils, sauté pans, etc.) to make prioritizing easier before starting).*	

	• Wash any dishes left over from prep cook. o Prioritize utensils, blenders and food processors, and pans needed for sauté station before washing other dishes.	
Service	• Portion food as needed. o See the chef for a list if portioning food is needed.	
	• Wash service dishes. o On busy nights, prioritize black sauté pans for the sauté cook and ramekins (bullets) for the chef at expo.	
End of Shift	• Finish washing all dishes. o Prioritize server dishes so they can finish their side work sooner.	
	• Wash down all dishwashing sinks with soap and water and clear drains of remaining debris.	

	• Wash out dishwasher strainer and wash out inside, outside, and top of dishwasher with soap and water.
	  o Flush all dishwasher drains with sanitizer
	  o Turn off exhaust fan.	

	• Wash and deck scrub floor in dish washing area with degreaser and soap. o Use squeegee to push water to the floor drains.	
	• Clean and wash all floor drains and traps.	
	• Flush all sink and floor drains with hot sanitizer.	
	• Ice all floor drains before leaving to prevent pests from coming in overnight.	