

Nightly Closing Duties

1. Dry mop-
2. Wet mop-
3. Bathrooms (sweep, mop, clean sink, and toilets)-
4. Break-room (sweep, mop, clean debris off table and fill paper towel)-
5. Bring in outside items-
6. Clean popcorn machine-
7. Pull all transfers-
8. Put deposit slips on screens
9. Garbage's-
10. Put all returns away-
11. Sharpen blades-
12. Call window and screens-