A.M. SHIFT PUNCHLIST

DATE: _____   SHIFT #: _____

Manager's name filling out this punchlist _____

Manager to complete this punchlist _____

TODAY'S PROJECTED SALES INCLUDING SAMPLING   A.M. _____   P.M. _____   Verified Accurate _____

HAVE THE FOLLOWING READY TO START DINNER RUSH:

French loaves	Wheat loaves	Little John loaves	Ranch
_____# trays of 12 baked _____# trays of 12 thawed or thawing	_____# loaves baked or baking	_____# loaves baked (1 loaf = 4 Little Johns)	_____# portion cups of ranch prepped _____# unportioned batches of ranch prepped

VEGGIES TO PREP

A. Lettuce _____ bins ($_____/bin)   D. Cucumbers _____ bins ($_____/bin)

B. Tomatoes _____ bins ($_____/bin)   E. Sliced Pickles _____ bins ($_____/bin)

C. Onions _____ bins ($_____/bin)   F. Unwich lettuce _____ bins

AMOUNT TO MAKE

A. Tuna _____ batches

B. Vinaigrette _____ bottles

C. Little John loaves by 11am _____

MEAT OR CHEESE HUNKS TO SLICE

A. Turkey _____ 3 slices (66-72 g)   C. Salami _____ 6 slices (30-34 g)   E. Cheese _____ 2 slices (31-35 g)

B. Ham _____ 3 slices (62-66 g)   D. Capicola _____ 3 slices (30-34 g)   F. Beef _____ 2 slices (66-72 g)

SPECIAL NOTES (CATERING/ORDERS/STAFFING, ETC.)

1. _____

2. _____

3. _____

4. _____

REDIRECTS

1. _____

2. _____

3. _____

PRAISES

1. _____

2. _____

3. _____

CIRCLE 1 OR 2 (The whole paragraph)

1. I accomplished 100% of my punchlist and Lunch Execution Chart.

2. No, I did not accomplish my punchlist but I informed the next shift manager so he/she understands what to expect when he/she comes in for the next shift and can plan for it accordingly!

Signature _____

DAILY OPENING PROCEDURES

DATE: _____   SHIFT #: _____

Manager's name _____

Store location _____

_____ 1. Remove any debris and clean interior of oven. Turn on oven, proofer, and fill proofer pan. Benchmark settings are: _____° F for the oven and _____° F for the proofer.

2. **French Bread Preparation:**
Perfect French bread bakes in 20-24 minutes and is golden-brown (2-4 on bread ruler) and 2 ¾" wide by 1 ½" – 2" high. **Determine the sales $ value for a tray of 12 loaves for your store = $_____.**

    _____ a. _____# trays of 12 thawing.

    _____ b. Lay out the remaining trays of 12 to be thawed for the AM shift.
(AM sales projections $) / (tray of 12 value = $ _____) = (Total_____ # trays of 12 required for AM) – (_____ # trays of 12 already thawing) = _____ remaining trays of 12 to be pulled and thawed for AM shift.

    _____ c. Lay out 50% of the bread required for the PM shift by 8am.
(PM sales projection $ x 0.50) / (tray of 12 value = $ _____) = _____# trays of 12 to be pulled and thawed for the PM shift.

    _____ d. Verify that you will have 75% of your bread from AM sales projections baked or baking by 11am.
(0.75 x AM sales projection $) / (tray of 12 value = $ _____) = _____# trays of 12 to be in process by 11am.

    _____ e. Stretch, proof, bake French loaves to account for requested Little John loaves on AM Shift punchlist. (Remember 1 loaf = 4 Little Johns)

_____ 3. Audit temperatures of the freezer and all refrigeration units to confirm that all are functioning properly.

_____ 4. Remove all leftover bread from the freezer; thaw, wrap, and display to sell as day-old bread. Stock all cookie boxes (always rotate product).

_____ 5. Using the Closing Procedures from last night, audit procedures for completeness and integrity on all items. Make sure punchlist is completely filled out. Write all praises and redirects on today's PM punchlist.

_____ 6. Wheat Bread Preparation:
Perfect wheat bread bakes in 35-40 minutes and is caramel brown (2-4 on bread ruler) and 4" wide by 4" high. Proof until the top center of the dough is a maximum of 1/4 inch above the pan. Benchmark settings for wheat are ____° F top deck, ____° F bottom deck (always set the timer). Bake on lowest rack(s).

7. POS Start-up – The following steps must be completed in the sequence listed.

    _____ a. Power on server, verify "Day of Business" is today's date, confirm _____.

    _____ b. Power on all terminals, view QuickX, verify zero sales dollars are rung up.

    _____ c. In Enterprise verify time is correct and authorized for previous day in "Time & Attendance."

    _____ d. In Enterprise enter manager shifts in "Manager Shifts."

    _____ e. In Enterprise verify manager names are entered & deposit slips from bank are equal to "Cash Deposits."

    YES / NO (circle one)

_____ 8. Check punchlist and make _____ batch(es) of tuna.

_____ 9. See punchlist to prep vegetables.

_____ 10. Fill the oregano shaker(s) and _____# of oil and vinegar bottles.

_____ 11. Remove plastic wrap from covered vegetables in the cold table. Fully stock the cold table(s) with vegetables, meats, cheese, mayo, avo, Jimmy Mustard, Dijon and all utensils.

_____ 12. Place 1 Lipton tea bag in brew basket and push green "Iced Tea" button to brew tea. If serving sweet tea, brew a second batch, add 6 cups of sugar and whisk.

_____ 13. Verify all catering and delayed orders printed successfully with attached credit card receipts and possible tax exempt forms.

_____ 14. Put on headset; unlock the drive thru window and turn on drive-thru menu board light by the time first cycle of bread comes out of the oven.

_____ 15. Clean and sanitize the dishes, put them away. Clean sinks and area around sinks.

_____ 16. Sweep and mop floor in prep area and take out garbage.

_____ 17. Clean the landing tables and restock all paper goods (credit card machine tape, napkins, bags, cups, lids, menus, gift cards, straws, sandwich stickers, sandwich wrap, paper towels and toilet paper).

_____ 18. Check all light fixtures and replace any bulbs that do not work. Confirm that the ceiling fans are working, turn on if necessary.

_____ 19. Clean all door glass, drive thru window glass, inside and out and sneezeguards (including stainless steel posts) with Windex.

_____ 20. Lay out all floor mats.

_____ 21. Sweep outside store front and drive thru lane and setup patio furniture if applicable. Remove any garbage visible in parking lot, then empty trash cans that are 3/4 full or more and put a new trash liner in the can.

_____ 22. Verify total cash in safe and drawers is accurate; determine the change order needed.

Drawer 1: $_____   Drawer 2: $_____

Drawer 3: $_____   Drawer 4: $_____   Safe: $_____

_____ 23. Go to the bank to pick up the change order and deposit slips from the previous day. If the bank deposit slips are different from what was recorded on the DSR, or if the drawers or safe amounts are different than what was signed on line 29 of the previous shift closing procedures call your boss immediately to inform them.

_____ 24. Set up the cash registers with required change and lock safe.

Drawer 1: $_____   Drawer 2: $_____

Drawer 3: $_____   Drawer 4: $_____   Safe: $_____

_____ 25. I have verified that this store's Operations Manual is locked in the safe (or in a locked file cabinet).

_____ 26. Fill out your Lunch Execution Chart.

_____ 27. Sharpen blade, if needed, and slice wheat loaves on the slicer.

_____ 28. Clean and oil the meat slicer. Clean the slicer table and surrounding area.

_____ 29. Audit shelf life and rotate sliced meats. Prep any additional needed.

_____ 30. Fill all sanitizer buckets and/or bottles with approved sanitizing solution and store in approved locations.

_____ 31. Audit proofer pan and confirm it is full of hot water.

_____ 32. Check your email.

33. Opening Procedures sign off (complete a or b).

_____ a. I have completed the Opening Procedures before the 10:30am deadline.

_____ b. I have not completed the Opening Procedures before 10:30am (call your boss).

LUNCH EXECUTION

DATE: _____   SHIFT #: _____

Manager's name _____

Location _____

DAILY UPSELL GOAL(S)

_____ _____ _____

      Item(s)   Goal   Actual

Floater

MAIN COLD TABLE

1. _____   2. _____   3. _____   4. _____

Register   Bread person   Meat puller   Consolidator

2ND COLD TABLE

1. _____   2. _____   3. _____   4. _____

Register   Bread person   Meat puller   Consolidator

3RD COLD TABLE / DRIVE–THRU

1. _____

2. _____   3. _____   4. _____   5. _____

Register   Bread person   Meat puller   Consolidator

AFTER LUNCH CLEANUP

CLEAN

_____ 1. All door glass and sneeze guards

_____ 2. Soda machine, tea machine and counter area

_____ 3. Lobby tables, chairs and counters

_____ 4. Remove trash from trash receptacles, replace liners

_____ 5. Restrooms

_____ 6. Inside and outside the top of the cold table

_____ 7. Dishes, sinks and wall areas by sinks

_____ 8. Sweep and mop floors

RESTOCK

_____ 1. Chips and cookies – face labels and rotate product

_____ 2. Fill ice bins

_____ 3. Straws / lids / napkins / bags / sandwich wrap

_____ 4. Toilet paper / paper towels / soap

_____ 5. Dasani water coolers – face labels and rotate product

_____ 6. Remove and charge headset batteries no longer in use
Total headsets accounted for _____

_____ 7. Fill proofer pan with hot water

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AFTERNOON BREAD MANAGEMENT

FRENCH BREAD MANAGEMENT

Record current time: _____ pm

How old?   Top tray: _____ hours   Bottom tray: _____ hours

Trays of 12 requested by PM manager for dinner rush:

Baked: _____

Thawed/Thawing: _____

Trays of 12 projected that will be left at dinner rush:

Baked/Baking: _____

Thawed/Thawing: _____

Additional trays of 12 required for dinner rush:

Baked: _____

Thawed/Thawing: _____

WHEAT BREAD MANAGEMENT

Wheat loaves requested for shift change: _____

Wheat loaves baked right now (sliced in the bin):_____

Wheat loaves I am thawing and baking for PM shift:_____

LITTLE JOHN BREAD MANAGEMENT

Little John loaves baked: _____   How old: _____ hours

Little John loaves I am thawing and baking for PM shift: _____

INITIAL	COMPLETE POS END OF SHIFT – MANAGEMENT
_____	1. Check and tip out available drivers and credit card slips.
_____	2. Ring up waste
_____	3. Enter all cash payouts
_____	4. Run Cashier Reports and "Print End Shifts" on all terminals with cash drawers
_____	5. On server run AM deposit and enter total deposit
_____	6. In Enterprise verify all labor is correct and authorize "Time & Attendance"
_____	7. Enter your royalty sales for the shift into the ESF Template. Insert comments for any special events, large catering orders, and operational notes we can learn from.

INITIAL	MANAGEMENT
_____	1. Audit shelf life and rotate all sliced product. Slice needed product per the punchlist and per levels. Do not leave until it is done.
_____	2. Prepare any paperwork, food orders or payroll. Open and execute all mail.
_____	3. Audit and sign void slips.
_____	4. Prepare the P.M. Punchlist and audit previous day's DBLs.
_____	5. Take 5 minutes with your incoming P.M. manager to review the punchlist
_____	6. Close out the cash register. How much total in:

D1 $_____, D2 $_____, D3 $_____ and safe $_____

_____	7. Balance the safe and the drawers. How much you are leaving in:

D1 $_____, D2 $_____, D3 $_____ and safe $_____

_____	8. I ran my register along with a designated register person.

His or her full name is   R1 _____

R2 _____

DT _____

_____	9. I personally will take the deposit to the bank immediately after I leave the unit and will double check that the deposit has fallen into the depository box.

P.M. SHIFT PUNCHLIST

DATE: _____   SHIFT #: _____

Manager's name filling out this punchlist _____

Manager to complete this punchlist _____

TONIGHT'S PM PROJECTED SALES INCLUDING SAMPLING _____

TOMORROW AM PROJECTED SALES _____   **TOMORROW PM PROJECTED SALES** _____

HAVE THE FOLLOWING FOR AM SHIFT:

French loaves	Wheat loaves (sliced)	Ranch
_____# trays of 12 thawed or thawing	_____# loaves thawing	_____# portion cups of ranch prepped _____# unportioned batches of ranch prepped

COUNT THE DRAWER(S) AND SAFE

	Amount	AM / PM initials		Amount	AM / PM initials		Amount	AM / PM initials
Drawer 1:	$_____	_____ / _____	Drawer 3:	$_____	_____ / _____	Safe:	$_____	_____ / _____
Drawer 2:	$_____	_____ / _____	Drawer 4:	$_____	_____ / _____			

I have verified that this store's Operations Manual is locked in the safe (or in a locked file cabinet). **AM/PM Initials** _____ / _____

AUDIT *(To be completed by PM Manager within a half-hour of shift change)*
Audit today's AM procedures and punchlist for completeness and integrity on all items. Confirm all lines are completely filled out. Audit store to verify that all tasks were executed as indicated. Identify praises and redirects to be written on tomorrow's AM Punchlist.   **Initials** _____

DINNER RUSH BREAD MANAGEMENT – Record current time: _____ pm

FRENCH BREAD MANAGEMENT
How old?
Top tray: _____ hours   Bottom tray: _____ hours

Trays of 12 requested for dinner rush:
Baked: _____
Thawed/Thawing: _____

Trays of 12 that I have right now:
Baked/Baking: _____
Thawed/Thawing: _____

Additional trays of 12 required to thaw for the PM shift: _____

WHEAT BREAD MANAGEMENT

Wheat loaves requested for dinner rush: _____

Wheat loaves baked right now (sliced in bin):_____

Wheat loaves I am thawing and baking for PM shift:_____

LITTLE JOHN BREAD MANAGEMENT

Baked Little John loaves requested for dinner rush: _____

Little John loaves baked: _____ How old: _____ hours

Little John loaves I am thawing and baking for PM shift:_____

MEAT OR CHEESE HUNKS TO SLICE

A. Turkey _____	3 slices (66-72 g)	C. Salami _____	6 slices (30-34 g)	E. Cheese _____	2 slices (31-35 g)
B. Ham _____	3 slices (62-66 g)	D. Capicola _____	3 slices (30-34 g)	F. Beef _____	2 slices (66-72 g)

SPECIAL NOTES (CATERING/ORDERS/STAFFING, ETC.)

1. _____

2. _____

TOMORROW'S AM SHIFT CATERING ORDERS
Set next shift manager up for catering success by counting, opening, and labeling all catering items by the end of the night.   **Initials** _____

REDIRECTS

1. _____

2. _____

3. _____

PRAISES

1. _____

2. _____

3. _____

CIRCLE 1 OR 2 (The whole paragraph)

1. I accomplished 100% of my punchlist and Dinner Execution Chart.

2. No, I did not accomplish my punchlist but I informed the next shift manager so he/she understands what to expect when he/she comes in for the next shift and can plan for it accordingly!

Signature _____

ESG NIGHT SHIFT PUNCHLIST

Manager _____   Date_____

To be done anytime

_____ 1.   Meat Weights

_____ 2.   Fill _____ Mayo bins (_____ jars) and _____ Hot Pepper bins (_____ jars)

_____ 3.   With each cold table pulled out, using Windex, wipe all sneeze guards.

_____ 4.   With each cold table pulled out, wipe the black marks off of the white wall behind cold table.

_____ 5.   With each cold table pulled out, Sweep and mop behind cold table.

_____ 6.   Replace cold tables GENTLY against the back wall

_____ 7.   Remove the bottom grates and clean inside of the bottom of each cold table.

_____ 8.   Clean each cold table's hinges and gaskets.

_____ 9.   Sweep walk in AND freezer.

_____ 10.   Make sure all cookie and avocado boxes are cut in the freezer.

_____ 11.   Make sure 4 box lunches and 4 lil lunches are set up within easy reach of the inshop make line.

_____ 12.   Wipe the front glass of the Dasani cooler with Windex.

_____ 13.   Remove the bottles and wipe the bottom shelf of the Dasani Cooler.

_____ 14.   Fully restock and organize the Dasani bottles to a minimum of two rows deep, top shelf to bottom.

_____ 15.   Pull out the Dasani cooler, sweep and mop under the Dasani cooler and push back in place. Lift while pulling or pushing to prevent legs from snagging and bending.

_____ 16.   Wipe down tops, sides, back, front and insides of wooden lobby trash bins. Check for spider webs in all corners.

_____ 17.   Move trashcans and sweep and mop under lobby trashcans.

_____ 18.   Wipe out lobby trashcans. Include extra bag hung over the edge under the open bag.

_____ 19.   Organize bread boxes and blue bags.

_____ 20.   Lift registers and cash drawers and wipe underneath. Move gift card holders and wipe out back/inside.

_____ 21.   Remove all items from shelves underneath register and wipe out debris.

_____ 22.   Windex register screens. DO NOT spray Windex directly on screen. Apply to a microfiber cloth and then wipe.

_____ 23.   Using a green scrubby, wipe all wall tiles in high usage areas (sinks, slicer, soda fountain, etc.) and rinse clean.

_____ 24.   Pull all materials from under the drink machines. Sweep and mop under drink machines. Replace all materials.

_____ 25.   Wipe down the silver doors on front of drink machines as well as the sides and wipe down black countertop and splash guard of drink machines.

_____ 26.   Wipe out straw and lid holders.

_____ 27. Take kitchen trashcan(s) to mop sink in the back and use a green scrubby to scrub the insides, outsides and bottom of trashcan in its entirety. Bring back to front to dry before replacing with an extra bag hung over the edge under the open bag. If mop sink was already cleaned prior to cleaning trashcan(s), clean the mop sink again.

_____ 28. Prep 2x the number of trays of 12 laid out for AM (closing procedure #2) with brown paper put on bread rack next to oven.

_____ 29. Dust top of tea machine, oven and hood if applicable.

_____ 30. When done baking bread for the night, move oven and sweep and mop underneath. Replace the oven.

_____ 31. Clean cold table drip trays.

_____ 32. Wipe down bread racks.

_____ 33. Restock mayo, mustard, salt, pepper, napkins, straws, cups and side ramekins as applicable at each cold table.

_____ 34. Organize gloves and refill the Dawn, sanitizer, Windex and degreaser spray bottles. Make sure each is appropriately labeled with Sharpie.

_____ 35. Organize cleaning supplies (bathroom supplies in caddie. Dasani, sanitizer and Windex spray bottles on the rack. Degreaser spray bottle near the mop sink. Trash bags returned to box. Unusable white rags, green scrubs, and magic erasers discarded. DO NOT throw away items that can still be used.

_____ 36. Move a sharpie to the slicer table (Sharpies are not to be used on sandwiches), refill grease pens and place two on each line, and place one ink pen by the registers and another by the phones. Remaining Sharpies, grease pens and ink pens should be kept at the desk.

To be done after ADCLU's

_____ 37. Move lobby booths and tables ONE AT A TIME. Sweep and mop under each. Push each back into place before starting the next one.

_____ 38. Set up the tomato-slicer and _____ clean bins once the sink is clean for the night.

_____ 39. Sweep and mop the back room if applicable.

_____ 40. Sweep kitchen and wipe down landing tables.

_____ 41. Cut _____ driver boxes.

DINNER EXECUTION (5pm-10pm)

DATE: _____   SHIFT #: _____

Manager's name _____

Location _____

DAILY UPSELL GOAL(S)

_____	_____	_____
Item(s)	Goal	Actual

Floater

MAIN COLD TABLE

1. _____	2. _____	3. _____	4. _____
Register	Bread person	Meat puller	Consolidator

2ND COLD TABLE

1. _____	2. _____	3. _____	4. _____
Register	Bread person	Meat puller	Consolidator

3RD COLD TABLE / DRIVE–THRU

1. _____

2. _____	3. _____	4. _____	5. _____
Register	Bread person	Meat puller	Consolidator

AFTER DINNER CLEANUP

CLEAN

_____ 1. All door glass and sneeze guards

_____ 2. Soda machine, tea machine and counter area

_____ 3. Lobby tables, chairs and counters

_____ 4. Remove trash from trash receptacles, replace liners

_____ 5. Restrooms

_____ 6. Inside and outside the top of the cold table

_____ 7. Dishes, sinks and wall areas by sinks

_____ 8. Sweep and mop floors

RESTOCK

_____ 1. Chips and cookies – face labels and rotate product

_____ 2. Fill ice bins

_____ 3. Straws / lids / napkins / bags / sandwich wrap

_____ 4. Toilet paper / paper towels / soap

_____ 5. Dasani water coolers – face labels and rotate product

_____ 6. Remove and charge headset batteries no longer in use
Total headsets accounted for _____

_____ 7. Fill proofer pan with hot water

_____ 8. Little John loaves I am proofing and baking for after 10pm: _____

Floater

BAR RUSH EXECUTION (10pm-3am)

MAIN COLD TABLE

1. _____	2. _____	3. _____	4. _____
Register	Bread person	Meat puller	Consolidator

2ND COLD TABLE

1. _____	2. _____	3. _____	4. _____
Register	Bread person	Meat puller	Consolidator

3RD COLD TABLE / DRIVE–THRU

1. _____

2. _____	3. _____	4. _____	5. _____
Register	Bread person	Meat puller	Consolidator

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DAILY CLOSING PROCEDURES

DATE: _____   SHIFT #: _____

Manager's name _____

Store location _____

_____ 1. Scrape all dirty bread dough pans and line them with pan liners in good condition.

_____ 2. Layout requested French and wheat bread for tomorrow's AM shift.
_____# trays of 12 French loaves to be laid out. _____# of wheat loaves to be laid out.

_____ 3. Remove _____ avocado pouches from the freezer and place in the refrigerator to thaw.

_____ 4. Clean the meat slicer.

_____ 5. Clean sneezeguard and stainless steel posts with paper towel and Windex or ammonia/water mixture.

_____ 6. Clean and stock the restrooms.

7. Stock the lobby and wipe down all product shelving and holders:

_____ a. Chip shelving

_____ b. Cookie box(es)

_____ c. Dasani cooler

_____ d. Coke machine ice bin(s)

_____ e. Straw / lid / napkin dispensers

_____ f. Gift card holders

_____ 8. Clean all counters (including under registers and all POS items) and face of front counter with ammonia/water solution or Windex. Clean cabinet, shelves and drawers under the cash counter. Clean all POS items and printers (use a clean apron and water to clean POS screens).

_____ 9. Clean the landing tables, slicer table and areas around them.

_____ 10. Set up sinks for washing dishes:

_____ 11. Wash, rinse, sanitize and air dry all dishes, including cutting boards and tuna scoop. Clean all sink areas once dishes are complete.

_____ 12. Clean the exterior of all soft drink machines, straw and lid dispensers, including fountainheads. Clean underneath and behind machines. Pull all nozzles off of each dispenser. Place the nozzles into sanitizing solution for 30 seconds, pull them out, rinse them with cold water and reinstall them onto each dispenser unit. Pour 4 cups of hot water into the soft drink machine drains.

_____ 13. Clean the exterior of tea machine. Clean underneath and behind machine. Remove the dispensing nozzle. Wash it along with the tea urn. Reassemble the nozzle on tea urn and leave it on drying rack for opening manager.

_____ 14. After store is closed, clean the cold table.
a. Scrape mayo and avo into a new clean container and wrap.
b. Seal lettuce airtight (double wrap).
c. Drain tomato juice and wrap, put peppers in new containers and seal (only cover top).
d. Throw all sliced onions, sliced cucumbers, and sliced pickles from bin on the makeline away at the end of the night.
e. Grey Poupon and Jimmy Mustard jars: scrape all the mustard on the sides of the jar down to the bottom.
f. Remove all meats and cheese; wrap each separately and put into the refrigerator. Place bacon in a clean/dry meat pan lined with deli or bacon paper, cover with milar, and put into the refrigerator.
g. Wipe the outside of the oil and vinegar bottle and place it in the refrigerator.
h. Pour remaining oregano-basil mix back in mixed container and wash herbs shaker.
i. Place clean, dry meat pans in the cold prep table.

_____ 15. Clean the oven, proofer and proofer pan.

_____ 16. Place all leftover French bread into clear dough bags and put them in the freezer. Throw out sliced wheat bread and wash wheat bin.

_____ 17. Clean all tables, chairs, booths and trash receptacles (inside and out).

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_____ 18. Shake out the floor mat. Roll it up.

_____ 19. Sweep the entire store: front of house, prep area, back of house, under all equipment and under storage racks.

_____ 20. Sweep outside store front and remove any garbage visible in parking lot, then empty exterior trash and put a new trash liner in the can.

_____ 21. Empty garbage cans, clean, wash (inside and out), rinse and sanitize; let them air dry.

_____ 22. Using the wet/dry mop method, mop the entire store: front of house, prep area, back of house, under all equipment, and under all storage racks. Change out the mop water as many times as necessary to maintain clean floors.

_____ 23. Remove batteries from each headset and plug them in the charger. Total headsets accounted for _____

_____ 24. Confirm all cartoppers have been returned by the drivers. Plug in and charge all LED cartoppers. Total cartoppers accounted for _____

_____ 25. Lock the drive thru window and turn off drive thru menu board light.

26. Complete end of day POS – The following steps must be completed in the sequence listed.

_____ a. Check and tip out all drivers and credit card slips.

_____ b. Ring up waste.

_____ c. Enter all cash payouts.

_____ d. Verify there are no open orders.

_____ e. Run Cashier Reports and "Print End Shifts" on all terminals with cash drawers.

_____ f. Verify all employees are clocked out.

_____ g. Run Z, verify Z completed.

_____ h. Shutdown all terminals (server last).

_____ i. In Enterprise verify all labor is correct and authorize "Time & Attendance."

_____ j. Clean all terminal screens with damp clean apron (warm water only or LCD screen cleaner, do not use paper towels).

_____ 27. Audit and sign void slips.

_____ 28. Count the drawer(s) and safe after you perform the end of shift Z. How much total in:

D1 $_____, D2 $_____, D3 $_____, D4 $_____ and safe $_____

_____ 29. Balance the safe and the drawers.

D1 $_____, D2 $_____, D3 $_____, D4 $_____ and safe $_____

_____ 30. I ran my register along with a designated register person.

His or her full name is R1_____ R2_____ DT_____.

_____ 31. Lock all change money in the safe.

_____ 32. I have verified that this store's Operations Manual is locked in the safe (or in a locked file cabinet).

_____ 33. Leave the cash register drawer open.

_____ 34. I personally am taking the deposit to the bank immediately after I leave the unit and will double check that the deposit has fallen into the depository box.

_____ 35. Complete your punchlist, prepare the A.M. Punchlist. Add any catering $'s to sales projections that were not previously included.

_____ 36. Enter your royalty sales for the shift into the ESF Template. Insert comments for any special events, large catering orders, and operational notes we can learn from.

_____ 37. Place tuna, soy sauce, mayo & peppers in walk-in for tomorrow's tuna ranch prep.

_____ 38. Empty all sanitizer buckets and/or bottles and store in approved locations.

_____ 39. Audit temperatures of the freezer and all refrigeration units to confirm that all are functioning properly.

_____ 40. Take closing procedures and re-confirm all procedures are done to training standard!

_____ 41. Turn off the lights, air conditioner and music, and secure all doors.

LINE CHECK

AM Manager Signature _____   PM Manager Signature _____

Date _____   Store # _____

		TASK	SAFE TEMPS	Opening			Pre-Lunch (10:30am)			Post Lunch (1:30pm)			Afternoon (4:30pm)			Evening (7:30pm)			Pre-Bar Rush (10:30pm)		
		Recorder's Initials																				
	1	Employees healthy / in proper uniform at all times	Initial																				
	2	Thermometers present & working (calibrated)	Calibrate all for accuracy (32°F) at start of day																				
		COLD TABLE #		1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
TOP OF THE COLD TABLE	3	Mayo	41° F or less																			
	4	Lettuce																				
	5	Tomatoes																				
	6	Onions																				
	7	Meat 1: _____																				
	8	Meat 2: _____																				
	9	Cheese																				
	10	Tuna																				
STORAGE TEMPS	11	Cold table interior temperature	34°F – 38°F																			
	12	Walk-in cooler temperature	34°F – 38°F																				
	13	Walk-in freezer temperature	0°F (+/-10°F)																				
	14	Retarder temperature	34F° – 38°F																				
CLEAN & SANITIZE	15	3-Compartment sink (front / back)	Quat 200 / Chlor 100 ppm 75°F – 110°																				
	16	Sanitizer buckets and/or bottles	Quat 200 / Chlor 100 ppm 75°F – 110°																				
	17	Hand sinks – handwashing posters, hot water, soap, sanitizer, towels, trash cans	Initial																				

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CORRECTIVE ACTION STEPS

#	ACTION TAKEN	TIME	ACTION TAKEN BY

Minimum safe temperature MUST be obtained! Notify Manager immediately if incorrect.