

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

VEGGIES TO PREP		AMOUNT TO MAKE
A. Lettuce _____ bins (\$_____/bin)	D. Cucumbers _____ bins (\$_____/bin)	A. Tuna _____ batches
B. Tomatoes _____ bins (\$_____/bin)	E. Sliced Pickles _____ bins (\$_____/bin)	B. Vinaigrette _____ bottles
C. Onions _____ bins (\$_____/bin)	F. Unwich lettuce _____ bins	C. Little John loaves by 11 am _____
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. Capocollo _____ 3 slices (30-34 g)	F. Beef _____ 2 slices (66-72 g)

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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### REDIRECTS

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### PRAISES

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### 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 thawed/thawing loaves for your store = \$ \_\_\_\_\_.**
- \_\_\_\_\_ a. \_\_\_\_\_ # trays thawing.
- \_\_\_\_\_ b. Lay out the remaining trays to be thawed for the AM shift.  
 $(\text{AM sales projections \$}) / (\text{tray value} = \$ \text{_____}) = (\text{Total} \text{_____} \# \text{ trays required for AM})$   
- ( \_\_\_\_\_ # trays already thawing) = \_\_\_\_\_ remaining trays to be pulled and thawed for AM shift
- \_\_\_\_\_ c. Lay out 50% of the bread required for the PM shift by 8am.  
 $(\text{PM sales projection \$} \times 0.50) / (\text{tray value} = \$ \text{_____}) = \text{_____} \# \text{ trays to be pulled and thawed for the PM shift.}$
- \_\_\_\_\_ d. Verify that you will have 75% of your bread from AM sales projections baked or baking by 11am.  
 $(0.75 \times \text{AM sales projection \$}) / (\text{tray value} = \$ \text{_____}) = \text{_____} \# \text{ trays to be in process by 11am.}$
- \_\_\_\_\_ 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. Fill all sanitizer buckets and/or bottles with approved sanitizing solution, verify proper concentration, and store in approved locations.
- \_\_\_\_\_ 5. Remove all leftover bread from the freezer; thaw, wrap, and display to sell as day-old bread. Stock all cookie boxes (always rotate product).
- \_\_\_\_\_ 6. 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.
- \_\_\_\_\_ 7. **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).
- \_\_\_\_\_ 8. 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)
- \_\_\_\_\_ 9. Check punchlist and make \_\_\_\_\_ batch(es) of tuna.
- \_\_\_\_\_ 10. See punchlist to prep vegetables.

- \_\_\_\_\_ 11. Fill the oregano shaker(s) and \_\_\_\_\_ # of oil and vinegar bottles.
- \_\_\_\_\_ 12. 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.
- \_\_\_\_\_ 13. 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 sugar according to the recipe and whisk.
- \_\_\_\_\_ 14. Verify all catering and delayed orders printed successfully with attached credit card receipts and possible tax exempt forms.
- \_\_\_\_\_ 15. 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.
- \_\_\_\_\_ 16. Wash, rinse, sanitize and air dry all dishes, put them away. Clean sinks and area around sinks.
- \_\_\_\_\_ 17. Sweep and mop floor in prep area and take out garbage.
- \_\_\_\_\_ 18. Clean the landing tables and restock all paper goods (receipt paper, napkins, bags, cups, lids, menus, gift cards, straws, sandwich stickers, sandwich wrap, paper towels and toilet paper).
- \_\_\_\_\_ 19. Check all light fixtures and replace any bulbs that do not work. Confirm that the ceiling fans are working, turn on if necessary.
- \_\_\_\_\_ 20. Clean all door glass, drive thru window glass, inside and out and sneezeguards (including stainless steel posts).
- \_\_\_\_\_ 21. Lay out all floor mats.
- \_\_\_\_\_ 22. 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.
- \_\_\_\_\_ 23. Verify total cash in safe and drawers is accurate; determine the change order needed.
- Drawer 1: \$ \_\_\_\_\_ Drawer 2: \$ \_\_\_\_\_
- Drawer 3: \$ \_\_\_\_\_ Drawer 4: \$ \_\_\_\_\_ Safe: \$ \_\_\_\_\_
- \_\_\_\_\_ 24. 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.
- \_\_\_\_\_ 25. Set up the cash registers with required change and lock safe.
- Drawer 1: \$ \_\_\_\_\_ Drawer 2: \$ \_\_\_\_\_
- Drawer 3: \$ \_\_\_\_\_ Drawer 4: \$ \_\_\_\_\_ Safe: \$ \_\_\_\_\_
- \_\_\_\_\_ 26. I have verified that this store's Operations Manual is locked in the safe (or in a locked file cabinet).
- \_\_\_\_\_ 27. Fill out your Lunch Execution Chart.
- \_\_\_\_\_ 28. Sharpen blade, if needed, and slice wheat loaves on the slicer.
- \_\_\_\_\_ 29. Clean and sanitize the meat slicer and/or food processor. Oil the meat slicer as needed. Clean and sanitize the slicer table and surrounding area.
- \_\_\_\_\_ 30. Audit shelf life and rotate sliced meats. Prep any additional needed.
- \_\_\_\_\_ 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. Change out utensils and cutting boards
- \_\_\_\_\_ 7. Inside and outside the top of the cold table
- \_\_\_\_\_ 8. Dishes, sinks and wall areas by sinks
- \_\_\_\_\_ 9. 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. Bottled beverages in lobby and kitchen (if necessary) - face all labels towards guests and rotate product
- \_\_\_\_\_ 6. Remove and charge headset batteries no longer in use  
Total headsets accounted for \_\_\_\_\_
- \_\_\_\_\_ 7. Fill proofer pan with hot water

## AFTERNOON BREAD MANAGEMENT

### FRENCH BREAD MANAGEMENT

Record current time: \_\_\_\_\_ pm

How old? Top tray: \_\_\_\_\_ hours Bottom tray: \_\_\_\_\_ hours

#### Trays requested by PM manager for dinner rush:

Baked: \_\_\_\_\_

Thawed/Thawing: \_\_\_\_\_

#### Trays projected that will be left at dinner rush:

Baked/Baking: \_\_\_\_\_

Thawed/Thawing: \_\_\_\_\_

#### Additional trays 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”.

## 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 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 requested for dinner rush:

Baked: \_\_\_\_\_

Thawed/Thawing: \_\_\_\_\_

##### Trays that I have right now:

Baked/Baking: \_\_\_\_\_

Thawed/Thawing: \_\_\_\_\_

Additional trays 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. Capocollo _____ 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 \_\_\_\_\_

**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

**2<sup>ND</sup> COLD TABLE**

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

**3<sup>RD</sup> 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. Change out utensils and cutting boards
- \_\_\_\_\_ 7. Inside and outside the top of the cold table
- \_\_\_\_\_ 8. Dishes, sinks and wall areas by sinks
- \_\_\_\_\_ 9. Sweep and mop floors

**RESTOCK**

- \_\_\_\_\_ 1. Chips – face labels and rotate product
- \_\_\_\_\_ 2. Fill ice bins
- \_\_\_\_\_ 3. Straws / lids / napkins / bags / sandwich wrap
- \_\_\_\_\_ 4. Toilet paper / paper towels / soap
- \_\_\_\_\_ 5. Bottled beverages in lobby and kitchen (if necessary) - face all labels towards guests 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

**2<sup>ND</sup> COLD TABLE**

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

**3<sup>RD</sup> COLD TABLE / DRIVE-THRU**

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

# 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 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 and sanitize the meat slicer.
- \_\_\_\_\_ 5. Clean sneezeguard and stainless steel posts.
- \_\_\_\_\_ 6. Clean and stock the restrooms.
- \_\_\_\_\_ 7. Stock the lobby and wipe down all product shelving and holders:
  - \_\_\_\_\_ a. Chip shelving
  - \_\_\_\_\_ b. Cookie box(only wipe shelving)
  - \_\_\_\_\_ c. Bottled beverage cooler (include stocking in lobby and kitchen area, if necessary)
  - \_\_\_\_\_ 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. Clean cabinet, shelves and drawers under the cash counter. Clean all POS items and printers (use LCD cleaner and a soft cloth to clean POS screens).
- \_\_\_\_\_ 9. Clean and sanitize 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, allow to air dry, 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, sanitize, and allow to air dry 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 and label).
  - c. Drain tomato juice and wrap, put peppers in new containers, seal (only cover top), and label.
  - d. Throw all sliced onions, sliced cucumbers, and sliced pickles from the top and bottom of the makelines 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, label and put into the refrigerator. Place bacon in a clean/dry meat pan lined with deli or bacon paper, cover with milar, label, 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 empty dough bags and put them in the freezer. Throw out sliced wheat bread and wash and sanitize wheat bin.
- \_\_\_\_\_ 17. Clean all tables, chairs, booths and trash receptacles (inside and out).



- \_\_\_\_\_ 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 a soft cloth and 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. Place tuna, soy sauce, mayo, and peppers in walk-in for tomorrow's tuna and ranch prep.
- \_\_\_\_\_ 37. Empty all sanitizer buckets and/or bottles and store in approved locations.
- \_\_\_\_\_ 38. Audit temperatures of the freezer and all refrigeration units to confirm that all are functioning properly.
- \_\_\_\_\_ 39. Take closing procedures and re-confirm all procedures are done to training standard!
- \_\_\_\_\_ 40. 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	34°F – 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						

CORRECTIVE ACTION STEPS

#	ACTION TAKEN	TIME	ACTION TAKEN BY

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