

# Daily Task Checkoff Sheet

Everyday Standards – Event Specialist Checklist

ES Name: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ All spices and oils dated and in minimal quantities (30 days)
- ☐ Refrigerator cleared and cleaned
- ☐ Leftover product retained only if event is **next day and labeled (In and out date)**
- ☐ No drinks/K-cups saved for personal use unless approved by club supervisor
- ☐ Unopened product that is left over is to be taken upstairs or put in donation box
- ☐ Bar Keepers Friend used on all stainless-steel pots and pans.
- ☐ Carts cleaned top and bottom storage area.
- ☐ Top signs and sneeze guards in good condition and cleaned
- ☐ Soufflé cups, napkins, utensils, and plates put away after events
- ☐ Soufflé cups, napkins, utensils and plates re-stocked (as needed)
- ☐ Cart storage area kept clean; no stools, trash, or paperwork left around
- ☐ Appliances stored under carts cleaned inside/out and cords wrapped
- ☐ No appliances stored on top of carts
- ☐ Stainless polished regularly; sanitizer only on prep surfaces
- ☐ All sinks cleaned and polished with stainless steel polish; lime remover as needed
- ☐ Ovens & microwaves cleaned inside and out after each use
- ☐ Hawk Degreaser used as needed
- ☐ No unapproved storage or signs; shelving labeled and organized. (Steel and Kitchen)
- ☐ All areas are minimal, clean, organized, labeled, and purposeful
- ☐ When in doubt, throw it out
- ☐ EDR, Activity Sheet, and this sheet signed and dated
- ☐ Event reported on AMP before leaving **NO EXCEPTIONS!!**
- ☐ **Paperwork turned into basket on prep table.**

Event Specialist Signature: \_\_\_\_\_