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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_