

Daily Task Checkoff Sheet

Everyday Standards – Event Specialist Checklist

ES Name: _____

Date: _____

Cart #: _____

Microwave #: _____

Oven #: _____

- 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: _____