FOH CLOSING DUTIES – JAYNA GYRO

**DO NOT START CLOSING THE DINING ROOM BEFORE 9:45PM  
UNLESS GIVEN EXPLICIT PERMISSION BY THE MANAGER ON DUTY.**

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| **NAME:** | **NAME:** | **DATE:** |

## DINING ROOM & FLOOR CLEANING

**CLOSER INITIALS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. ☐ WIPE ALL DINING TABLES, BAR COUNTERS, BAR STOOLS, AND BANQUETTE SOFAS (CHECK FOR FOOD, DUST, AND DEBRIS).**

**2. ☐ INSPECT BOOTHS (FABRIC AND WOOD); VACUUM OR** **WIPE IF CRUMBS OR SMUDGES ARE VISIBLE.**

**3. ☐ ENSURE ALL CHAIRS ARE TUCKED IN AND ALIGNED NEATLY.**

**4. ☐ SWEEP UNDER ALL TABLES, BAR AREA, AND EXPO COUNTER.**

**5. ☐ DOUBLE CHECK CORNERS AND UNDERNEATH BANQUETTES FOR TRASH OR BUILDUP.**

**6. ☐ COLLECT TRASH FROM BAR, EXPO/WATER STATION, BOTH BATHROOMS, AND OFFICE.**

**7. ☐ REPLACE ALL TRASH BAGS WITH CLEAN LINERS.**

**8. ☐ ROLL AS MANY NAPKIN SETS AS POSSIBLE USING ALL AVAILABLE FORKS & KNIVES.**

## EXPO & WATER STATION

**CLOSER INITIALS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. ☐ BREAK DOWN WATER STATION, CLEAN DISPENSERS THOROUGHLY, AND LEAVE OPEN TO AIR DRY.**

**2. ☐ PURGE STABBED TICKETS, WIPE PRINTER, SCREEN, AND SURROUNDING AREA.**

**3. ☐ ENSURE 1–2 ROLLS OF BACKUP PRINTER PAPER ARE STOCKED.**

**4. ☐ WIPE CABINET DOORS FROM SOLARIUM TO COKE FRIDGE POS.**

**5. ☐ ORGANIZE AND STRAIGHTEN METAL RACKS ABOVE EXPO (VISIBLE TO GUESTS).**

**6. ☐ REMOVE ANY VISIBLE DEBRIS UNDER EXPO OR BACKUP CABINETS.**

**7. ☐ REFILL TO-GO RAMEKINS WITH SAUCES (TZATZIKI, SPICY AIOLI, LEMON).**

**8. ☐ REFILL DRY SPICE SHAKERS AND WIPE DOWN.**

**9. ☐ LABEL/DATE ALL PERISHABLE SAUCES AND MOVE TO WALK-IN FRIDGE.**

**10. ☐ STOCK TO-GO CONTAINERS, LIDS, RAMEKINS, BAGS, CUPS TO 100% CAPACITY.**

**11. ☐ CHECK ABOVE HAND SINK AND AT EXPO COUNTER FOR SUPPLY LEVELS.**

**12. ☐ RESTOCK ALL BEVERAGES IN THE COKE FRIDGE.**

## TO-GO STATION / HOST STAND

**CLOSER INITIALS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. ☐ WIPE DOWN TOP AND FRONT-FACING SURFACES OF HOST STAND.**

**2. ☐ DUST AND WINDEX THE KIOSK SCREEN AND PRINTER (MOVE TO GET UNDER AND BEHIND).**

**3. ☐ ORGANIZE DRAWERS AND CABINETS NEATLY.**

**4. ☐ RESTOCK TO-GO BOXES, BAGS, AND SILVERWARE PACKETS TO 100%.**

**5. ☐ NOTIFY MANAGER IF TO-GO ITEMS (INCLUDING BAGS) ARE LOW IN THE SHIPPING CONTAINER.**

## CASHIER & RETAIL STATION

**CLOSER INITIALS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. ☐ WIPE DOWN ALL COUNTERS, SURFACES, AND CABINET FRONTS.**

**2. ☐ RESTOCK BAKLAVA IN RETAIL AREA GENEROUSLY.**

**3. ☐ DO A FINAL GUEST-EYE CHECK: WALK AROUND AND WIPE ANYTHING UNCLEAN OR CLUTTERED.**

## COFFEE & TEA / FROZEN YOGURT

**CLOSER INITIALS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. ☐ WIPE ALL SURFACES, ESPECIALLY TOPS AND UNDERNEATH OF COFFEE AND HOT WATER MACHINES (MOVE THEM).**

**2. ☐ RINSE AND CLEAN TURKISH COFFEE MACHINE PITCHER THOROUGHLY.**

**3. ☐ SWITCH LARGE FROZEN YOGYRT MACHINE OFF USING THE STOP BUTTON, THEN HITTING “FRESH” BUTTON**

**4. ☐ SMALLER MACHINE, FLUSH EVERTY NIGHT TO CLEAN COMPLETELY (OFF BUTTON, WASH BUTTON, THEN OFF  
 BUTTON AGAIN TO LEAVE IN STANDBY MODE OVERNIGHT)**

## BATHROOMS

**CLOSER INITIALS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. ☐ CLEAN MIRRORS WITH WINDEX.**

**2. ☐ WIPE SINK BASINS AND SILVER FIXTURES UNTIL SPOTLESS.**

**3. ☐ CHECK AND REFILL PAPER TOWELS – STOCK 1 FULL PACK MINIMUM.**

**4. ☐ REPLACE TOILET PAPER IF LOW.**

**5. ☐ REFILL FOAMING SOAP IF BELOW HALFWAY.**

**6. ☐ DUST THE BLUE LEDGE/SHELF AROUND BATHROOM WALLS WITH A DAMP CLOTH.**

## OFFICE

**CLOSER INITIALS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. ☐ SWEEP FLOORS THOROUGHLY.**

**2. ☐ REMOVE ANY FOOD OR DRINK CONTAINERS.**

**3. ☐ HANG ALL APRONS NEATLY TO AVOID ODORS.**

**4. ☐ EMPTY TRASH BIN UNDER DEMETRI’S DESK.**

## FINAL NOTES FOR OPENING TEAM

**(LEAVE HELPFUL NOTES OR OBSERVATIONS HERE FOR THE MORNING CREW.)**

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## SIGNATURES

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| **CLOSER 1 SIGNATURE: CLOSER 2 SIGNATURE:** | **DATE:** |