**NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DINING ROOM & PATIO SETUP**☐ Remove chairs and re-wipe all tables  
☐ Wipe table sides, legs, chairs, and banquette sofas  
☐ Don’t forget the top wood ledge of sofas (especially outside)  
☐ Ensure chairs are tucked in and tables are aligned and evenly spaced  
☐ Place lamps on tables, hide charging cables  
☐ “Salt to the Street” – salt shakers toward parking lot, pepper toward kitchen  
☐ Wipe and dry menus — remove stickiness  
☐ Turn on all dining room lights  
☐ Unlock doors and flip both signs to “OPEN”  
☐ Check and refill all rollups (napkin + silverware)  
☐ Wipe patio tables and barstools with fresh towel  
☐ Raise blinds  
☐ Windex front doors  
☐ Wipe down front of registers

**CLEANLINESS & WALKTHROUGH**☐ Sweep perimeter and remove cobwebs from:  
  • Pergola area  
  • Back wall  
  • Between sofas  
  • Under all tables and planter boxes (inside & facing parking lot)  
☐ Review previous night’s closing checklist for any notes

**BATHROOM CHECKS EVERY MORNING DAILY!**BOH CLEANER WILL CLEAN BUT YOU MUST VERIFY  
IF NOT OK, CLEAN YOURSELF AND NOTIFY DEMETRI IMMEDITELY

☐ Clean toilets thoroughly: bowl, lid, seat, under seat, and floor around and behind  
☐ Windex mirrors  
☐ Dust the following areas:  
  • Top of hand dryer  
  • Soap dispenser  
  • Lip around perimeter of bathroom wall  
☐ Scrub and clean sink + remove mold from drain  
☐ Dry and polish all surfaces  
☐ Restock:  
  • Toilet paper  
  • Paper towels  
  • Toilet seat covers

**EXPO STATION & SAUCE PREP**☐ Fill 1 sanitation tub at expo:  
  • Fill ¾ with sanitizer  
  • Add 2 new microfiber towels  
  • One must be hanging half in/half out (health code requirement)  
☐ Expo towels:  
  • 1 damp towel for wiping plate edges  
  • 1 dry towel for expo counter and surfaces  
☐ Sauce backups (filled ramekins):  
  • Tzatziki – 1–2 full (2oz)  
  • Spicy Aioli – 1–2 full (2oz)  
  • Lemon Dressing – 1–2 full (3oz)  
☐ Squeeze bottles for ramekin plating:  
  • 1 full each of: Tzatziki, Spicy Aioli, Lemon Dressing

**KITCHEN SUPPORT & RESTOCK**

☐ Bring out sauces and mark any finished  
☐ Stock kitchen with plates and bowls from drying rack  
  • Keep replenishing throughout shift  
☐ Restock to-go bowls & pita boxes above handwashing sink — must appear full and complete  
☐ Restock baklava at:  
  • Retail shelves  
  • POS

**WATER STATION — “ABUNDANT” SPA VIBE**  
☐ Cut 2 English cucumbers into thick ribbons using mandolin slicer  
  • Place in Water Station 1 — fresh, bountiful look  
☐ Cut 4 lemons into thick wheels  
  • Place in Water Station 2 — fancy, abundant, spa-like vibe  
☐ Fill both dispensers with ice, fruit, and water — should look luxurious and inviting

BAR FRUIT PREP

☐ 4 lemons – perfect wheels only (continuous rind)  
☐ 2 lemons – thick wedges (easy to squeeze)  
☐ 1 lime – perfect wheels (for cocktails & cherry soda)  
☐ 1 lime – thick wedges  
☐ 1 orange – thick slices (sangria, orange soda, cocktails)

BAR SETUP & STOCK

☐ Fill ice well to overflowing  
☐ Fill garnish container with ice + water for fruit  
☐ Bring out and check:  
  • Juices & simple syrups — full, clean, labeled  
  • Signature cocktail containers:  
    – Day-use = full, clean, labeled  
    – Backup gallons = prep more if low, clean before refilling

☐ Stock all 3 bar caddies with:  
  • Straws  
  • Beverage napkins  
  • Black plastic spoons for froyo  
 **FROYO MACHINES**

  • SWITCH BUTTON TO STOP THEN PRESS AUTO TO GET THEM GOING. • ADD STRAWBERRY TO SMALL MACHINE, IF NOT RINSED CLEAN, ENSURE PODUCT IS COLD AND WAS LEFT IN FRESHING MODE OVERNIGHT, USE A SPOON TO STIR / CONSISTENT  
  • 1 batch ready to serve inside machine  
  • 1 labeled backup in wine fridge (prep if missing)

**WINES BY THE GLASS**☐ Check all wines:  
  • Whites & bubbles in fridge  
  • Reds on bar  
☐ Confirm open dates  
☐ Taste if questionable – DUMP IF BAD  
☐ Keep selection fresh and labeled  
  
**NOTES:**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TODAY’S DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**DIRECTIONS:** *MARK AN X ON EACH SLIDING SCALE, LEAVE ANY APPLICABLE NOTES, SAVE IN CLIPBOARD.*

***1 – MAJOR ISSUES | 3 – ACCEPTABLE | 5 – GUEST-READY***

**DINING ROOMS (CHAIRS CLEAN, MIRRORS, WINDOWS, DÉCOR, LIGHTS)**

**RATING:** \_\_\_\_\_**/5**  
**NOTES:**

**EXPO & WATER STATION (STOCKED, CLEAN, ORGANIZED)**

**RATING:** \_\_\_\_\_**/5**  
**NOTES:**

**SAUCES + BAKLAVA PREP + BEVERAGE FRIDGE**

**RATING::** \_\_\_\_\_**/5**  
**NOTES:**

**CASHIER & RETAIL (BAKLAVA AT POS, MENUS WIPED, RETAIL SHELVES, TURKISH DELIGHTS)**

**RATING::** \_\_\_\_\_**/5**  
**NOTES:**

**SILVER (ROLLIES, PREFOLD LINENS, LEFTOVER WASHED SILVER)**

**RATING :** \_\_\_\_\_**/5**  
**NOTES:**

**FRO-YO (BACKUPS, CLEANLINESS, TURNED OFF?)**

**RATING:** \_\_\_\_\_**/5**  
**NOTES:**

**OFFICE (TRASH, CLEAN AND ORGANIZED)**

**RATING: \_\_**\_\_\_\_**/5**  
**NOTES:**

**BAR (TO GO CUPS AND LIDS, STICKINESS, LEMONADES, BATCH COCKTAILS, GARNISHES, GLASSWARE, FLOORS, FRONT OF FRIDGE)**  
**RATING:** \_\_\_\_\_\_**/5**  
**NOTES:**