

Barry Road Pre-Shift Checklist

Date _____

Time _____

Manager _____

People

- ___ Check Pop
- ___ Check CO2
- ___ Read Manager's Log
- ___ Review sales projections & staffing, adjust set up if necessary
- ___ Communicate with previous manager
- ___ Check employee appearance
 - _ Clean uniforms
 - _ Black slip resistant shoes
 - _ Hat
 - _ Clean shaven
- ___ Fresh towel water

Grill

- ___ 20 Nuggets
- ___ 2 Crispy
- ___ 2 McChicken
- ___ 2 Filet

- ___ **BACON THAWING**
 - ___ 1 Cs Reg meat
 - ___ 1 Cs 1/4 /Sirloin
 - ___ 3 Bags of grilled chicken
 - ___ 1 Bag of mushrooms
 - ___ 1 Cs Fries
- Changeover Stock
 - ___ Dehydrated/Slivered/Red onions
 - ___ Grilled onions
 - ___ Leaf/Shred lettuce/Spring Mix
 - ___ Both tomatoes/cucumbers
 - ___ Pickles
 - ___ Cheddar Jack/Both american cheeses

Sauces tempered and times

- ___ Mayo/Mac/Tatar
- ___ Ranch

- ___ Cilantro lime glaze/tortilli strips
- ___ All boxes & wrapes stocked
- ___ Bulk ketchup

- ___ Buns stocked/timed/tortillias preped
- ___ Grease traps emptied
- ___ trash changed
- ___ oil in vats
- ___ **FOOD SAFETY COMPLETE**
- ___ **Fresh towel water**
- ___ **Set and communicate targets**

Salads

- ___ Bacon ranch
- ___ Southwest
- ___ Blanks
- ___ Side

Lobby

- ___ All windows & doors cleaned
- ___ Condiment center stocked & cleaned
- ___ Tables & seats cleaned
- ___ Both rugs swept
- ___ Trash changed
- ___ Fresh tea (timed with lids)
- ___ Condiment center trash changed

Restrooms

- ___ sinks, toilets, & urnials clean
- ___ soap & toilet paper stocked
- ___ baby changing area cleaned
- ___ swept & mopped

Maintenance/Outside

- ___ compactor emptied
- ___ boxes taken out
- ___ lot picked up
- ___ corral doors shut/lids closed
- ___ COD clean & working
- ___ menu boards clean, #'s straight, & current POP displayed
- ___ D/t wall clean

Barry Road Pre-Shift Checklist

Frontline

- ___ Runner condiment center
- ___ Bag area neatly stocked
- ___ 12 Foam cups
- ___ 1 of each shake cups
- ___ 1 cs ketchup pks
- ___ 1 of each coffee syrups
- ___ 1 bg coffee beans
- (if open they must be timed)
- ___ 1 of each drizzle
- ___ 3 trays of hotcake syrup
- ___ Reg/Decaf coffee stocked
- ___ 1 of each sugar/Hot tea
- ___ Fresh iced coffee
- ___ Creamer Machine/OJ
- ___ 1 cambro of oatmeal
- ___ 1 cambro of white spoons
- ___ 1 cambro of cranberries
- ___ All shake cups/lids stocked
- ___ Flurry cups/lids/spoons
- ___ Cherries stocked and timed
- ___ Shake syrups (**Must be timed**)
- ___ Ice cream cones/Mix
- ___ Sundae toppings/cups/lids/peanuts
- ___ M&M's/Oreo

Frontline Fridge

- ___ 50 apple slices
- ___ 8 btls of water
- ___ 13 apple juice
- ___ 3 whip cream
- ___ 1 case of each milk
- ___ Toys stocked
- ___ 5 napkins
- ___ Cookies stocked and timed
- ___ Fresh towel water **W/LIDS**

McCafe Area

- Smoothie machine
- ___ Bases stocked & **Timed**
- ___ Ice stocked
- ___ Lids stocked
- ___ Caramel/chocolate drizzle
- ___ 1 whip cream
- McCafe machine
- ___ Syrups stocked & timed
- ___ 4 whip cream
- ___ 1 of each milk
- ___ Beans in hopper full & timed
- ___ All cups stocked
- Orange juice/Cream stocked
- ___ 1 tray of parfaits
- ___ Salad dressings stocked (10 each)
- ___ 4 Side salads
- ___ diced apples
- ___ mayo packets
- ___ Chocolate chips

Drive-Thru

- ___ Lids stocked according to labels
- ___ Fresh tea timed with lids
- ___ 10 btls water/20 apple juice
- ___ Lemon cut
- ___ 10 of each milk (**Check dates**)
- ___ both d/t windows cleaned
- ___ 2 straws
- ___ Drink carriers

Condiment Cart

- ___ All cambros stocked
- (including the ones by the window)
- ___ 5 printer paper (1 goes to window 1)
- ___ Pies

Fry Box Area

- ___ 1 kiddie/ sm
- ___ 2 med
- ___ 1 lg
- ___ 2 boxes of salt
- ___ Accu shaker
- ___ 1 hashbrown
- ___ 1 fry scoop
- Handwashing sinks
- ___ Paper towels/soap