

Claycomo Pre-Shift Checklist

DATE: _____ TIME: _____ COMPLETED BY: _____

PEOPLE

- Read Log
- Review Sales & Labor
- Review Set-Up & Make Adjustments
- Food Safety
- Count safe and log it on cash sheet
- All drawers stocked with change

NEED: _____

WASTE IN PLACE

DT

WINDOW CLEAN
 CONDIMENTS FULL
 NEED: _____

ABS AREA STOCKED
 NEED: _____

DT CART STOCKED
 NEED: _____

FRIDGE STOCKED
 NEED: _____

TEA FULL & TIMED

STORAGE

- Check soda levels
- Check walk-in and freezer
 Everything in code _____
 Enough Product to last _____
 Secondary Holding times _____

GRILL

SALAD FRIDGE
 NEED: _____

TOWEL WATER
 ALL BOXES &WRAPS
 STOCKED
 NEED: _____

TABLE TIMED
 CHEESE TEMPERED & TIMED
 SAUCES TIMED
 GRILL FREEZER STOCKED
 NEED: _____

BUNS STOCKED, TIMED,
 ROTATED
 NEED: _____

SALAD FRIDGE TIMED
 WINDOW 1 CLEAN
 BULK KETCHUP FULL
 FRY FREEZER STOCKED (2
 CS)
 NEED: _____

FRY HOPPER FULL
 FRY STATION STOCKED

MCCAFE/FRAPPE AREA

ALL CUPS&LIDS
 STOCKED
 NEED: _____

BEANS STOCKED&TIMED
 SPOONS&WHIPPED
 CREAM
 NEED: _____

SYRUPS
 STOCKED&TIMED
 NEED: _____

ICE FULL

RUNNER CONDIMENT CENTER

Claycomo Pre-Shift Checklist

DATE: _____ TIME: _____ COMPLETED BY: _____

- BAGS STOCKED
NEED: _____

- CONDIMENTS FULL
NEED: _____

- PIES STOCKED&TIMED
NEED: _____

- TOYS FULL

FRONT LINE

- CUPS&LIDS STOCKED
NEED: _____

- CUP HOLDER FULL
NEED: _____

- OATMEAL STATION
- FRIDGE STOCKED,
ROTATED, AND TIMED
NEED: _____

ICE CREAM AREA

- MIX FULL
- SYRUPS FULL
- NUTS, CARAMEL, FUDGE
FULL
- MCFLURRY TOPPINGS &
CHERRIES
STOCKED&TIMED
NEED: _____

- CUPS, LIDS, SPOONS
NEED: _____

- CONE COAT FULL AND
TIMED
- COOKIES STOCKED
&TIMED

LOBBY

- CONDIMENT BAR FULLY
STOCKED
- TEA STOCKED AND
TIMED
- TRASH
- TABLES
- DOORS AND WINDOWS
CLEAN

RESTROOMS

- TOILETS
- TRASH
- MIRRORS
- SINKS

OUTSIDE

- TRASH
- LANDSCAPING CLEAN
- COD'S CLEAN
- MENU BOARDS CLEAN
- OT PROCEDURES