

Daily Lobby Checklist

- Keep windows clean (no fingerprints/smudges)
- Check bathrooms for cleanliness every 30min
- Keep all drink station stocked
 - *Lids, napkins, salt, pepper and straws
- Keep all tables and seating wiped down at all times
- Spot sweep the floor every 20min and mop when needed
- Wipe down the tops of all trashcans
- Shoe keeper wiped out at least once during your shift with sanitizer and a clean towel
- Keep the drink station area wiped down (including ketchup pumps)
- Check out with a manager at least 15 min before the end of your shift to follow up

*When wiping down lobby area, you need two towels (one for tables, one for seating) and blue spray.