

Overnight Checklist (manager)

- Complete food safety (properly and completely)
- Perform shutdown (pos close, pos open, prelim daily, final daily, time recorder)
- Take apart ABS and CLEAN (including removing front cover and cleaning under it)
- Take fry station apart and CLEAN (including removing glass, using windex, and cleaning underneath)
- Stock everything for openers (including sauces, coffee, fry freezer, cups/lids, mcaffee area, bags, and milk fridge)
- Sweep, mop, and deck scrub (if needed) across front line, and all the way down side 2
- Change both the trashes upfront
- Clean both DT windows (inside and what you can outside)
- Clean iced coffee and tea urns (including nozzles) and change out liners
- Change over FL menu board
- Stainless anything upfront that needs to be done
- Make up new clean and dirty towel water for upfront
- Completely fill out cashsheet and waste sheets and get out new ones for the new day
- Check for anything we might need to borrow and tell openers
- Wipe down all machines (frappe, mcaffee, shake, ABS)
- Follow up on crew members cleaning of grill and grill area
- Help roll burritos
- Assist crew member if needed

Overnight Checklist (Crew Member)

- Wash all lunch menu dishes and make sure they are free of all debris
- Filters over fryers sprayed out and put back into place
- Empty ALL greese traps in grill
- Clean bun toaster completely after changeover
- Clean UHC (using proper Kay Card procedures)
- Make up prep for the following day
- Sweep and mop grill area (Under everything)
- Stock all boxes and wraps on table (including side 2)
- Wrap all open buns completely
- Wipe down and scrub (if needed) whole table and shelves underneath
- Make up new clean and dirty towel water for grill area
- Do bun pull for following day
- Clean left grill completely (removing teflons)
- Roll burritos (Be sure to break cheese in half)
- Clean back sink area when finished
- Assist manager if needed
- *weekends Make up parfais