

EXCELSIOR PRE-SHIFT CHECKLIST

DATE: _____ TIME: _____ COMPLETED BY: _____

PEOPLE

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

STORAGE

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

GRILL

- WALL FREEZER
- 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: _____
- BREAKFAST CART TIMED
AND ROTATED
- SALAD FRIDGE TIMED
- WINDOW 1 CLEAN
- BULK KETCHUP FULL
- FRY FREEZER STOCKED (4
CS)
NEED: _____

- FRY HOPPER FULL
- FRY STATION STOCKED
NEED: _____
- WASTE IN PLACE

DT

- WINDOW CLEAN
- CONDIMENTS FULL
NEED: _____
- ABS AREA STOCKED
NEED: _____
- DT CART STOCKED
NEED: _____
- FRIDGE STOCKED
NEED: _____
- TEA FULL & TIMED
- OATMEAL STOCKED&TIMED

MCCAFE/FRAPPE AREA

- ALL CUPS&LIDS
STOCKED
NEED: _____
- BEANS STOCKED&TIMED
- SPOONS&WHIPPED
CREAM
NEED: _____
- SYRUPS
STOCKED&TIMED
NEED: _____
- ICE FULL
- CHERRIES FULL&TIMED

EXCELSIOR PRE-SHIFT CHECKLIST

DATE: _____ TIME: _____ COMPLETED BY: _____

RUNNER CONDIMENT CENTER

- BAGS STOCKED
NEED: _____

- CONDIMENTS FULL
NEED: _____

- PIES STOCKED&TIMED
NEED: _____

- TOYS FULL

FRONT LINE

- CUPS&LIDS STOCKED
NEED: _____

- CUP&LID HOLDERS FULL
NEED: _____

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

ICE CREAM AREA

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

- CUPS, LIDS, SPOONS
NEED: _____

- CONE COAT FULL AND
TIMED
- FL STORAGE STOCKED
NEED: _____

- COOKIES STOCKED
&TIMED

LOBBY

- CONDIMENTS 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