

Front Street Pre-Shift Checklist

Date: _____ Time: _____ Completed by: _____

People

- Read Communication log.
- Review Sales and Labor.
- Time Punches.
- Review Set-Up, Make adjustments.
- Food Safety.
- Safe count in isp and cash sheet.
- All drawers stocked with change.

Drive Thru

- ♣ Windows cleaned
- ♣ Ledge of Window
- ♣ Cups, Sauces ect stock
- ♣ Tea full and timed
- ♣ Ceiling, Walls & Floor

Storage

- Check soda levels.
- Check Walk-in and Freezer.

Product in code _____.

Enough Product _____.

Secondary Shelf life _____.

Product Rotated _____.

McCafe/Frappe

- ◆ All cups/lids stocked
- ◆ Beans stocked/Timed
- ◆ Syrups stocked/Timed
- ◆ Cherries full/timed
- ◆ Ice Full

Grill

Breakfast Cooler

Product covered & Timed.

Grill side freezers ,free of crumbs.

2 door freezer, free of crumbs.

Buns Stocked, Timed and Rotated.

Table Timed, Cheeses and sauces also underneath table.

Bulk ketchup full and cleaned.

Fry Freezer stocked and free of crumbs.

Fry hopper stocked.

Fry Station stocked(including salt).

All waste buckets cleaned.

Towel buckets.

Breakfast cooler.

Waste sheets.

Ice Cream Area

♠ Mix full

♠ Syrups full

♠ McFlurry full/timed

♠ Sundae toppings

♠ Icecream cones

Runner Station

- √Condiments.
- √Bags stocked.
- √Pies timed.
- √Toys.

Front Counter

- Cups,lids stocked
- Salad Cooler stocked
- Condiments stocked
- Oatmeal station
- Counter clean and free of clutter and prints.
- Printer Paper.

Lobby

- √Lids, straws, napkins
- √Tea timed
- √Glass dividers
- √Tables
- √Doors and windows

Restrooms

- √Toilets
- √Trash
- √Mirrors
- √Sinks.
- √Mirror in middle of bathrooms

Outside

- √Trash
- √Menu Board
- √C.O.D
- √Curbs
- √Lot & Field
- √Flag
- √Corral Doors & Freezer

*All equipment is in good repair and is working.

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