

## Kearney Closing Checklist

### Front Line Closing Checklist

- Stainless everything
- Clean fry station
- Take back mats
- Deck scrub
- Pull out McCafe equipment sweep and mop underneath
- Take ABS conveyor apart and clean
- Wipe down HLZ's
- Ice Cream Machine area: wipe down, pull out machine, sweep and mop
- Stock everything according to Build levels
- Take back all dishes and return to their proper placement when clean
- Clean both DT Booth windows
- Clean McCafe machine
- Sanitize and Clean all coffee syrup pumps and bottles
- Change all trash

### Lobby Closing List

- Deck scrub designated lobby section
  - Sunday: Second Coke Machine to the wall
  - Monday: Center Section
  - Tuesday: Side Section and bathrooms
- Sweep and mop entire lobby including: entry ways, under trash cans, and restrooms
- Wipe down all tables and seats
- Clean entry way doors, ledges and windows
- Clean and stock condiment area
  - Change trash underneath counter
  - Take apart and soak diffusers in soda water
- Clean, dry and reline all lobby trays

### Grill closing

- Clean both grills
- Deck scrub both sides of grill
- Wipe down all grill shelving
- Clean and wipe down inside/outside of UHC
- Wipe down toasters
- Stock boxes and wraps
- Complete bun pull
- Empty all freezers and turn them off
- Clean Tea Brewing station

### Dishes Closing List

- Wash all dishes and return to correct spot
- Clean and organize the break room
  - Sweep
  - Mop
  - Wipe down table
- Sweep mop entire area from sink to compactor
- Separate and wash dirty grill clothes and towels
- Clean out all sinks
- Break down all boxes and in the cart

### Manager Closing List

- Complete all cash responsibilities
  - Complete deposit
  - Fill out cash sheet
  - Daily inventory
  - Wipe down desk and back counter
  - Change trash
  - Sweep and mop
  - Verify all areas closed, sign and put in Lindsey's box

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_