

Kearney Pre-Shift Checklist

Date: _____ Time: _____ Manager: _____

People

- _____ Read Log
- _____ Review Sales & Labor
- _____ Time Lunches
- _____ Review Set-up & Make Adjustments
- _____ Food Safety
- _____ Count Safe & 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
- _____ Back door SHUT AND LOCKED!!!

Grill

- _____ Buns Stocked, Timed & Rotated: _____
- _____ Window 1 Clean
- _____ Towel Water & Lids On
- _____ Salad Fridge: _____
- _____ Prep: _____
- _____ Wall Freezer Stocked: _____
- _____ Floor Freezer Stocked: _____
- _____ All Boxes/Wraps Stocked (both sides): _____
- _____ _____
- _____ Table Stocked/Timed: _____
- _____ Breakfast Fridge Stocked/Timed: _____
- _____ Food Safety Completed
- _____ Grill Side Freezer Stocked: _____
- _____ 2nd Bfst Fridge Stocked/Timed: _____
- _____ Bulk Ketchup Full
- _____ Waste Buckets in Place
- _____ Fry Freezer Stocked (4 CS): _____
- _____ Fry Hopper Full
- _____ Fry Station Stocked: _____

DT

- _____ Condiments Full: _____
- _____ Butter
- _____ Apples
- _____ W2 Clean
- _____ Cambros Stocked by Window: _____
- _____ DT Fridge Stocked: _____
- _____ DT Cups/Lids Stocked: _____
- _____ Tea/Iced Tea Coffee Full/Timed: _____

Ice Cream Area

- _____ Mix Full
- _____ Syrups Full
- _____ Nuts, Caramel & Fudge Full
- _____ McFlurry Toppings Stckd & Timed: _____
- _____ Cups, Lids & Spoons: _____
- _____ Cone Coat Full & Timed: _____

McCafe/Frappe Area

- _____ All Cups & Lids Stocked: _____
- _____ Fridge Stocked w/Bases: _____
- _____ Spoons & Whipped Cream: _____
- _____ Syrups/Drizzles Stocked/Timed: _____
- _____ Ice Full
- _____ Cherries Full & Timed

Runner Condiment Center

- _____ Bags Stocked: _____
- _____ Condiments Full: _____
- _____ Pies Stocked/Timed: _____
- _____ Toys Full

Front Line

- _____ Fridge Stocked: _____
- _____ Cup & Lid Holders Full: _____
- _____ Oatmeal Station Stocked: _____
- _____ Cabinet Stocked: _____

Lobby

- _____ Condiments Stocked
- _____ Tea Stocked/Timed
- _____ Trash
- _____ Tables
- _____ Doors & Windows Clean

Restrooms

- _____ Toilets
- _____ Trash
- _____ Mirrors
- _____ Sinks

Outside

- _____ Trash
- _____ Landscaping Clean
- _____ COD's Clean
- _____ Menu Boards Clean
- _____ OT Procedures