

# North Liberty 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

## Grill

- \_\_\_\_\_ Wall Freezer
- \_\_\_\_\_ Salad Fridge: \_\_\_\_\_
- \_\_\_\_\_ Towel Water
- \_\_\_\_\_ All Boxes & Wraps Stocked: \_\_\_\_\_
- \_\_\_\_\_ Table Timed
- \_\_\_\_\_ Cheese Tempered & Timed
- \_\_\_\_\_ Sauces Timed
- \_\_\_\_\_ Grill Freezer Stocked: \_\_\_\_\_
- \_\_\_\_\_ Buns Stocked, Timed & Rotated: \_\_\_\_\_
- \_\_\_\_\_ Breakfast Cart Timed & Rotated
- \_\_\_\_\_ Salad Fridge Timed
- \_\_\_\_\_ Window 1 Clean
- \_\_\_\_\_ Bulk Ketchup Full
- \_\_\_\_\_ Fry Freezer Stocked (4 CS): \_\_\_\_\_
- \_\_\_\_\_ Fry Hopper Full
- \_\_\_\_\_ Fry Station Stocked: \_\_\_\_\_
- \_\_\_\_\_ Waste in Place

## Ice Cream Area

- \_\_\_\_\_ Mix Full
- \_\_\_\_\_ Syrups Full
- \_\_\_\_\_ Nuts, Caramel & Fudge Full
- \_\_\_\_\_ McFlurry Toppings Stckd & Timed: \_\_\_\_\_
- \_\_\_\_\_ Cups, Lids & Spoons: \_\_\_\_\_
- \_\_\_\_\_ Cone Coat Full & Timed: \_\_\_\_\_
- \_\_\_\_\_ FL Storage Stocked: \_\_\_\_\_
- \_\_\_\_\_ Cookies Stocked & Timed: \_\_\_\_\_

## DT

- \_\_\_\_\_ Window Clean
- \_\_\_\_\_ Condiments Full: \_\_\_\_\_
- \_\_\_\_\_ ABS Area Stocked: \_\_\_\_\_
- \_\_\_\_\_ DT Cart Stocked: \_\_\_\_\_
- \_\_\_\_\_ Fridge Stocked: \_\_\_\_\_
- \_\_\_\_\_ Tea Full & Timed
- \_\_\_\_\_ Oatmeal Stocked & Timed

## McCafe/Frappe Area

- \_\_\_\_\_ All Cups & Lids Stocked: \_\_\_\_\_
- \_\_\_\_\_ Beans Stocked & Timed
- \_\_\_\_\_ Spoons & Whipped Cream: \_\_\_\_\_
- \_\_\_\_\_ Syrups Stocked & Timed: \_\_\_\_\_
- \_\_\_\_\_ Ice Full
- \_\_\_\_\_ Cherries Full & Timed

## Runner Condiment Center

- \_\_\_\_\_ Bags Stocked: \_\_\_\_\_
- \_\_\_\_\_ Condiments Full: \_\_\_\_\_
- \_\_\_\_\_ Pies Stocked & Timed: \_\_\_\_\_
- \_\_\_\_\_ Toys Full

## Front Line

- \_\_\_\_\_ Cups & Lids Stocked: \_\_\_\_\_
- \_\_\_\_\_ Cup & Lid Holders Full: \_\_\_\_\_
- \_\_\_\_\_ Oatmeal Station
- \_\_\_\_\_ Fridge Stocked, Rotated & Timed: \_\_\_\_\_

## Lobby

- \_\_\_\_\_ Condiments Stocked
- \_\_\_\_\_ Team Stocked & Timed
- \_\_\_\_\_ Trash
- \_\_\_\_\_ Tables
- \_\_\_\_\_ Doors & Windows Clean

## Restrooms

- \_\_\_\_\_ Toilets
- \_\_\_\_\_ Trash
- \_\_\_\_\_ Mirrors
- \_\_\_\_\_ Sinks

## Outside

- \_\_\_\_\_ Trash
- \_\_\_\_\_ Landscaping Clean
- \_\_\_\_\_ COD's Clean
- \_\_\_\_\_ Menu Boards Clean
- \_\_\_\_\_ OT Procedures