

CLOSING CHECKLIST

DATE:

(may be completed any time prior to 11:00 pm)

completed? Reason not completed:

Light Tiki Torches (if wick won't light or goes out, check fluid)		
Put on Name tag, hat and apron		
brew only 1/2 gallon of dark, light, and decaf at a time (just enough to keep front air pots full)		
Have samples out (waffle cone pieces plain and dipped)		
make sure outside lights are turned on		
Practice scoops and record weights in binder		
check communication log		
check deep cleaning task calendar and see if you have one to completed		
Check cake wall and Pre made cake tracker sheet (work on any cakes and record on sheets)		

PAPER GOODS:

Stock IC cups, IC lids, Drink Cups and lids, straws, pop sticks, sleeves & spoons		
Stock napkins, dispenser paper towels (work area and bathroom), and soap dispensers		
Stock sugar station and drive thru station		

STOCK FOOD ITEMS:

Bake goods only if needed!!!!		
prep cambros for baked goods. Date and label so you are ready to put away later.		
croissants and turnovers will go in bin in FRIDGE		
Transfer frozen baked goods from freezer to FRIDGE for baking in morning		
wipe out inside of bake case (bottom, sides, and door jams)		
Replace low IC bulks and scrape all bulks down (remove any ice or FO's)		
Stock ice cream side fridge: Replace milk, juices, fruits, bananas and anything else that is empty or expired . Start fresh whipped cream if current canisters are low. (2 in each fridge)		
stock coffee side front fridge: Replace milk, half and half, chai mixes, juice and everything else that is low.		
stock soda, juice and water bottles		
stock hot teas		
fill both espresso machines (regular and decaf)		
fill pitchers by grinder and plastic cambros with coffee		
start/drain any totty if nessesary (check sheet on back fridge)		

DIPPED ITEMS:

Make dipped cones (enough for shift) and unplug warmer when done		
Cover dipping fudge with plastic wrap and leave in warmer (clean warmer)		

WAFFLE CONES:

Make waffle cones and bowls		
Make waffle batter (if bucket less than 1/3 full)		
wash honeycombs, bagel slicer, powder lids and scoopers, (leave front powders w/scoops) wash toaster tray, tongs, steam pitchers (leave 2), blender/lids (leave 3)		

SHUT DOWN BACK ESPRESSO MACHINE (8 PM)

run cleaning program on back machine. Empty Grinds holder. Wipe down entire machine. Drop one pellet into top middle compartment and follow directions. (cheat sheet in back of binder)		
remove tip of steam wand and let sit in hot water cup overnight.		
Wipe down wood paneling underneath espresso machine (get milk residue off)		

(May only be done after 9 pm w/ a 2-person close)

GRANITA AND GRINDER

wash granita tray and bring back up		
wash grinder tray and bring back up. Brush down machine and wipe down surrounding area		

WAFFLE IRON

Note: Adequate number of cones must be made prior to commencing this task		
Cover waffle batter with plastic wrap and put in front under counter fridge		
Shut down and clean waffle machine and surrounding area with sanitizer		
Scrub iron to remove black stuff. Scrub outside and handle of machine with grill brush and remove all dried waffle batter and dirt. Wipe down with purple tiger. Just use damp cloth on iron (no chemicals)		
wipe down shelves underneath waffle machine (remove debris and waffle pieces)		
Set up waffle machine for next day		
Clean waffle cone display inside and out with glass cleaner. Clean underneath cone display (when clean, place cones on piece of deli paper back in the display until close)		
Wash ladle, waffle cone roller and bring back up		

BACK REGISTER

Shut down back register. Run report and count drawer. Make deposit and record info in cash log. Par till and put in safe.		
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cleaning

Clean counters: counter behind dip case, dip cases (including borders) Wipe down bakery display		
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Clean dip case doors with glass cleaner outside and inside if necessary		
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Wipe down all refrigerators and cabinets (inside and out)		
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Wipe down registers and surrounding area		
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Using glass cleaner; Clean customer area: clean customer side of dip case, waffle cone display, register		
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Clean glass door and drive thru window, inside and out.		
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Clean and stock bathrooms :toilet, sink, and mirror (empty trash)		
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Clean blenders with glass cleaner.		
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wipe down shelves under espresso machine where cleaning buckets sit (remove debris and coffee grinds)		
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clean outside of bakery case with glass cleaner		
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clean mixer and wipe down back prep table (shelf underneath) and outside of oven.		
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MAY BE DONE AFTER 10 PM

check temps on freezers and refridgerators if something is not right call Jen		
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collars

Clean and sanitize collars: Take all collars off at once and in the back. Clean and sanitize and put on self to dry		
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condense bake case to <u>top shelf of display</u> and wash unused white trays (after 10m)		
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COFFEE BREWERS

shut down coffee brewers (make sure airpots have coffee in them)		
place "drip coffee" blue cleaning tablet in filter holder (with no filter) right on top of opening (don't forget decaf satellite)		
Make sure machine is set to 1 gallon and hit start		
let run through and then drain		
run 1 gallon thru again with just water		
drain satellites, wipe down surrounding area		
turn off all warmers and coffee machine, wipe down brewers and satellites		

DISHES

Wash and sanitize knives, blenders and tops (leave one blender out for customers), cutting board		
dump and clean all sanitizing, soap and wand rags buckets up front.		

MAY ONLY BE DONE AFTER 11:30PM WHEN STORE IS CLOSED

flip granita machine to "clean"		
Snuff out Tiki Torches		
stack up chairs and chain together with rope in back (key in black holder on side of ice machine) leave tables in position		
pick up any debris on patio floor		
take down umbrellas (remove top part only) don't take entire pole out!		
Clean out ash tray and bring in outside trash can		
lock front door when last customer leaves. Make sure both sides are locked. (top and bottom lock)		
Lock drive thru window		
turn off outside lights		
turn off drive thru "green message" in gray box by drive thru		
turn off neon signs by waffle machine.		
put head set batteries in chargers under drive thru register		

turn off oven		
turn off hot toppings		
Turn off dip wells and wash and sanitize scoops and spades and put away		
empty baked goods display and transfer to plastic bins by oven		
Make sure all baked goods are labeled and dated!!!!!!		
wash and sanitize white trays		
cover toppings with plastic wrap and wipe down area.		
Empty air pots and wash. Wash pots with just a little soap and water. Bring back up.		
Wash and sanitize any unclean utensils (spoons, pitchers, lobby cream and milk) Remember to check lobby for dishes b4 emptying sinks.		
wash blender drain pads. Sit in Sink to drain on its side.		
make sure to complete deep cleaning task if not done already		
empty sinks and pour bleach down drains and wipe down with rag		
close up sugar cones		
Put display and extra waffle cones in cold side of bakery case		
Clean dip well inside and out (especially spout)		
Make sure bulks are scraped and cover with wax paper and tops. Turn off dip case lights.		
turn off dip wells (use large knob next to bakery case to turn off both.)		
once all dishes are washed, empty sinks and wipe down ENTIRE sink area with rag and purple tiger. Don't forget wall behind sinks.		
ESPRESSO MACHINE		
run cleaning program on front espresso machine. Drop pellet in top center compartment and follow instructions (cheat sheet in back of binder)		
wipe down entire machine and surrounding area (Underneath). Remove tip of steam		
GRANITA MACHINE		
Drain all remaining granita into 12 qt. cambro and put in back refridgerator		
remove label from top of machine and stick onto storage cambro		

	remove top of machine and white cylinder inside		
	pour 2 lg. pitcher of warm water into the top of the machine. Replace cylinder. Run all water through into empty cambro and dump		
	turn off machine and remove front by loosening knobs. Remove inside cylinder and place in emptied cambro		
	bring all back to wash sink and dissemble. Be sure to keep everything together in cambro so you don't lose any pieces. Wash and sanitize pieces		
	Wipe down inside of machine (top and front) with wet paper towel to remove any mix		
	wash lid to machine in back. Bring back up		
	Reassemble parts (lube all black rubber and white parts)		
	Put machine back together. Tighten each knob a little at a time to make sure they are all on tight!		
FLOORS			
	Before Mopping, rinse mop in back sink until water runs clear.		
	add 1 capful of the floor cleaner to the mop bucket and fill halfway with water		
	Sweep bathrooms, hallway, in front and around dip case, and register area. (Push tables and chairs onto carpet and sweep through center of customer area to the front door.		
	2. Mop starting at front door through the center of floor where you just swept, through the customer area, in front of register, dip case, hallway, and bathrooms.		
	3. Remove all foreign material from the floor including fudge, IC, gum, whatever. Rinse mop.		
	vacuum carpeted areas and black logo mats (move chairs and tables out of the way)		
	8. Dump bucket and store mop head head up		
REGISTER			
	Close till		
	Count money		
	Enter information in binder		
	Make deposit		
	Par till		
FINAL WALKTHROUGH			
	Make any appropriate notes in communication log		
	Complete walk through together to make sure everything is done correctly		
	Double check all closing tasks & sign this checklist		
	Turn off music		
	Collect tips!!		
	Clock out		
	Turn out lights		
	Make sure doors and DT window are locked		
	Go home and go to bed!!		

By signing this form, you are affirming that all of the above tasks are completed. Uncompleted tasks must be thoroughly justified. You also understand that inadequate closings will merit a strike.