

Manager FOH Opening Checklist

- Tea brewing (both)
- Coffee brewing (1 @5:30, 2nd @6:15)
- All interior store lights on
- Alarm safe off
- Catering (cork board + check store email for new catering)
- File new catering emails in OLD folder
- Print current day setup sheet
- Music ON
- Ice cream machine - assemble, turn on
- Assemble / Check all drink containers (tea, lem, cold coffee)
- Dessert toppings
- Shake base + turn on
- Drink tower diffuser and nozzle
- POS drawers
- Sign into DT, 2 FC POS
- Ensure all screens are on/working
- Cash bags (morning and night)
- iPads, card readers, walkies, iPad for DT
- (EOD failed) check mobile / curbside / deferred
- Lemonade
- Cold brew
- Lemon slices
- Outside lights (DT light switch)
- Back door switch to AUTO. Rainy days to override
- DT - headset - AC/Alt
- Coffee filters + coffee
- Floor mats (double + single door & FC)
- Set up metal DT window tray
- Unlock doors + unlatch double door 6am
- Monday** - pull out and clean cubbies under the two active POS ordering screens for dine in / carry out. (where the cups are kept)
- Tuesday** - pull out and clean the cubbies around mobile drink screen / tea urns (where hot coffee lids are kept)
- Wednesday** - pull out and clean drive thru cubbies (drinks and bagging area)
- Saturday** - clean the inside of the low boys (the bottoms & shelves)