

Manager FOH Closing Checklist

- Close and lock all doors
- Close and lock windows (DT)
- Turn off store lights
- Check bathrooms / playground
- Ensure OLD cars are in correct parking spots
- OLD keys are in the drawer at manager stand
- Sign out all drivers
- Mobile orders cleared
- Today's catering orders cleared
- Ensure kitchen has logged waste on the register
- Count all drawers to \$150. Ensure all drawers are left open
- Input drawers on SPSM
- Count front safe (\$1000)
- Bring money up if needed
- Count back safe (floating total)
- Ensure phones are in their correct spot
- Deposit drawers
- Turn off music
- Inform
- All team members clocked out & punch errors are adjusted
- Trash changed in the office
- Clean/tidy manager stand
- Ensure OLD laptop is charging
- Set front safe
- Store to "Unoccupied"