

Team Member / Team Leader Closing Checklist

Dishes:

- Front counter tea urns
- Drive-thru tea holder
- Ice cream/shake base (red tray)
- Lemonade dishes
- Drink tower grates
- Coffee grates
- Start nozzles
- Oreo dispenser
- Cherry & Lemon holders/ tongs

Machines/ Other:

- Lemonade
- Coffee pots
- Daily ice bin & lid holder
- Move cones & curbside markers

Stocking:

- Salad kits/ dressings (FC and DT)
- Condiment pods (Top & drawers)
- Straws & napkins
- Gallons & gallon lids
- Utensils (cabinet & containers)
- Bags (cabinet & holders)
- Salad & side salad bags
- Coolers (FC & DT)
- Ice-Dream/Shake Base
- Kids toys (DT, FC, & cabinet)
- Strawberry shooters
- Chocolate syrup/ Oreos
- DT sauces
- Crackers & salsa
- Ice
- Lemonade
- Coffee & cups/lids/sleeves
- Coffee syrups
- Lids / lid crates
- Milkshake/ Frosted lids
- Kids ice cream cup/lids
- Bulk cups & in cubbies
- Iced coffee mix in FC cooler
- Iced coffee cups & Lids
- Drink carriers
- Hand sink: paper towels & soap/sanitizer
- Sauce wall

Cleaning:

- Coffee pots
- Dazzle door & coolers
- Counters
- Wipe down drink towers
- Sanitize doors & handles
- Floors
- Trash
- Chutes
- Wipe down screens
- Shakebase machine
- Sweep/ mop dining room

At 10pm:

- Take remaining dishes back
- Finish nozzles
- FC/DR Trash
- Lock and turn off DT window
- Turn off monitors
- Put ice cream machine on Standby
- Bring up dishes
- Turn off coffee brewers
- Clean employee cup shelf
- Organize/ plug-in Ipads, card swipes & walkies
- Organize playground
- Level blinds
- Bring in fan, tables, and sauce cart
- Stack DT cones, signs to cage

Bathrooms:

- Mirrors
- Toilets
- Sink
- Paper towels
- Soap/sanitizer/mouthwash (&cups)
- Floors→sweep/mop
- Trash (+Fem trash bins)
- Doors
- Wipe down changing table
- Stock bathroom closet

At 11pm:

- 11 o'clock checklist

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Special tasks:

Monday:

- Mobile ice bin and lid holder
- DT ice bin
- Scrub the "rectangle" section

Tuesday:

- Tuesday ice bin & lid holder
- DT lemonade

Wednesday:

- Ice-Dream machine
- Lil lemonade

Thursday:

- Thursday ice bin and holder
- FC lemonade
- Scrub bathrooms

Friday:

- DT lid holder
- Scrub "S" Section

Saturday:

- All lemonade machines
- Ice-Dream machine