

## Breaks/Café/Counter - Staff End of Day 2021

This form must be checked off at the end of working day!!

**Name of Today's (AM):** Nick / Tom / Other \_\_\_\_\_

Date / / Time :

**Name of Staff member/s who completed this list today?** \_\_\_\_\_

### Day of the week:

Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday

**Have you recorded your Temperatures? (Fridges, Pie Warmer, Freezer)**

*Record sheet is in the purple folder on fridge next to Real Fruit icecream machine.*

### 1) End of day clean up

- Wash all dishes.
- Clean all surfaces.
- Clean/wipe all devices. (POS computers and sign in tablets)
- Dispose of all waste.
- Empty and clean all rubbish bins.
- Sweep cafe areas.
- Mop cafe floor.
- Dispose of all food still in the pie warmer.
- Empty coffee machine waste bucket.
- Empty Ice-cream machine waste.
- Refill Ice-cream water tank.
- Check all traps.
- Report any issues.

### 2) Toilet & Shop

- Clean Public Toilet.
- Check public toilet paper dispenser is full or near full.
- Check public hand towel dispenser is full or near full.
- Check public hand wash dispenser is full or near full.
- Sweep shop areas.

**3) Shop Stock and Product**

- Restock Drinks fridge
- Restock Drinks cupboards
- Restock Chips rack
- Restock Streets ice-cream freezer
- Restock Gripsocks

**4) Café Stock and Product**

- Top up berries and ice-cream
- Top up fries and wedges
- Top up ice-cream cones
- Order any food required (Send food orders to Betsy on Workchat)
- Make sure Chip pottles etc are upside down (So rodents can't get in them)
- I have recorded all expired stock and product in the Expired Stock Logbook.

*Café Devices.*

**5) Turn Devices Off**

- Turn off Coffee machine
- Turn off Deep fryer
- Turn off Pie warmer
- Turn off Ice-cream machine
- Turn off Toastie machine

Sign Here \_\_\_\_\_

**Comments:**

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