

You must initial the item after completing it. If you don't sign off on a least a few items per day I will start assigning you the awful stuff (like cleaning toilets!) This list is EVERYONE'S responsibility.

MONDAY

- Wipe front door day shift
- Wipe front door night shift
- Dust Lobby (lights, vents, art etc)
- Wipe window sills
- Wipe outside of oven
- Clean Oven Window
- Wash oven catch trays
- Dust top of oven
- Sweep under the oven
- Wipe oven wheels/legs
- Wipe oven hood
- Dust hot rack shelves
- Wipe hot rack heating elements
- Wipe legs of hot rack off
- Wipe Hot Bag hooks
- Wipe wall behind oven
- Wipe ledges that hold up oven catch trays
- Wipe power pole
- Wipe lobby tables/chairs
- Empty garbage as needed
- Wipe dispatch table including legs
- Wipe dunnage rack that holds boxes
- Wipe soda cooler glass and handle
- Wipe out bottom shelf of soda cooler
- Wipe off maps
- Wipe base boards

TUESDAY

- Wipe front door day shift
- Wipe front door night shift
- Dust lobby
- Wipe window sills
- Clean makeline gaskets
- Wipe under handles of makeline cabinets
- Wipe side of makeline between dough table and makeline for sauce dribbles
- Wipe job aid posters
- Dust makeline computer
- Wipe hand sinks
- Wipe off screen shelves and cubbies
- Wipe sauce splatters off of wall
- Clean and sanitize thin crust trays
- Empty and clean trash can under dough table
- Dust off safe
- Wash float racks
- Wipe dough table legs off
- Wipe walkin door
- Clean trash can at end of prep table
- Wipe all of prep table off
- Change out parchment buckets
- Clean overhead ceiling lights
- Dust off papertowel holders
- Dust in corners of walls
- Wipe drivers dispatch computer

WEDNESDAY

- Wipe front door day shift
- Wipe front door night shift
- Dust lobby
- Wipe window sills
- Empty and clean trash can under counter
- Wipe under counters
- Clean exterior window sills
- Dust bathroom fans
- Wipe off shelves of boxes
- Dust keyboards
- Clean touch screen monitors
- Dust and untangle phone cords
- Straighten order taking counter behind computers
- Wipe under front counter
- Baseboards under order taking counter
- Clean scuff marks in walkway
- Wipe dough tray holder under slap table
- Wipe sides of cut/box table
- Wipe dipping sauce baskets
- Clean bathroom mirrors
- Dust office doorframe
- Wipe office door
- Empty office trash can and clean
- Dust corners of office
- Dust office shelves

THURSDAY

- Wipe front door day shift
- Wipe front door night shift
- Dust lobby
- Wipe window sills
- Sweep walkin
- Mop Walkin
- Wipe strip curtains
- Wipe outside of walkin door down
- Wipe door wall of inside of walkin
- Wipe right wall of walkin down
- Wipe rear wall of walkin down
- Clean inside of walkin glass
- Wipe left wall of walkin down
- Remove flaps off of boxes
- Dust light fixture in walkin
- Wash rug at entrance to store...leave it drying in back overnight
- Thoroughly clean 5 Hotbags inside and out

FRIDAY

- Wipe front door day shift
- Wipe front door night shift
- Dust red hanging lights
- Wipe outside window sills
- Wipe inside window sills
- Dust open signs
- Shake out floor mat
- Dust counter display
- Dust top of soda cooler
- Dust behind soda cooler
- Clean ceiling lights in lobby area
- Wipe dispatch overshef
- Wipe walls
- Wipe lobby bench and chairs
- Wipe baseboards
- Fill menus
- Stock napkins and clean dispensers
- Clean coke cooler glass
- Wipe coke cooler shelves
- Dust Makeline compressor
- Dust walkin fan guards
- Clean bugs from outside lights
- Dust cobwebs from corners
- Spray weed killer on cracks in sidewalk
- Thoroughly clean 5 Hotbags inside and out

SATURDAY

- Wipe front door day shift
- Wipe front door night shift
- Dust lobby
- Wipe window sills
- Cut flaps off of boxes on dry goods storage racks
- Check dates on dipper cups and sauces and update expired date board
- Dust top of coke cooler
- Dust wire racks
- Sweep under shelves
- Wipe base boards
- Organize and tidy the soda storage
- Dust corners of walls
- Clean and Sanitize cut table trash can
- Wipe down dish drying rack and dust it organizing as needed
- Clean and sanitize the trash can in back
- Clean and sanitize restroom garbage cans
- Wash oven catch trays
- Thoroughly clean 5 Hotbags inside and out

SUNDAY

- Wipe front door day shift
- Wipe front door night shift
- Wipe window sills
- Dust lobby
- Wipe walls in bathroom
- Wipe mirrors in bathroom
- Clean toilet
- Clean mop sink
- Dust shelves that hold cleaning products
- Sweep and mop bathroom floor
- Wipe back door down
- Wipe inside and outside of bathroom door
- Wipe legs of box racks down
- Clean inside and outside of employee drink cooler
- Clean wall behind sinks
- Wipe off driver drop boxes
- Clean and sanitize the trash can near sinks
- Wipe base boards
- Clean mop bucket
- Wash/change mop head
- Inventory supplies such as sanitizer paper towels soap and trash bags to decide what we need to purchase
- Clean inside and outside of 3 compartment sinks