

OPENING CHECKLIST

MANAGER

TEAM MEMBER

PRIOR TO OPEN

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| <input type="checkbox"/> Do a Security Check upon arrival | <input type="checkbox"/> Clock in (Ensure you are in perfect image including car top if driving) |
| <input type="checkbox"/> Turn on office computer and Clock in | <input type="checkbox"/> Set up 3 Comp Sink & make new sanitizer spray bottles from fresh solution |
| <input type="checkbox"/> Turn on all necessary lighting | <input type="checkbox"/> Move wet laundry to the dryer |
| <input type="checkbox"/> Turn on all computers | <input type="checkbox"/> Clean parking lot and sidewalk by removing any litter |
| <input type="checkbox"/> Turn on makeline, ovens, hood and heat rack | <input type="checkbox"/> Wipe internal and external windows and window sills in the customer area |
| <input type="checkbox"/> Set the time delay safe | <input type="checkbox"/> Clean/ Wipe-down Carry-out Area (Refill the Napkins) |
| <input type="checkbox"/> Verify cash till is no greater than \$150 (\$75 TUSA)
Till Amount \$_____ and prepare driver banks as needed | <input type="checkbox"/> Place 2 calibrated thermometers in the makeline & document temps in temp log (if necessary) |
| <input type="checkbox"/> Check for proofed dough and bring out at room temp | <input type="checkbox"/> Place scale on makeline for use |
| <input type="checkbox"/> Ensure cheese is properly tempered | <input type="checkbox"/> Check store cleanliness |
| <input type="checkbox"/> Use dough proofing report in PULSE to determine dough for the day | <input type="checkbox"/> Check for any burnt out light (inform MIC if any are found) |
| <input type="checkbox"/> Bring thin crust , gluten free and pizza sauce out to room temperature | <input type="checkbox"/> Double check for expired products |
| <input type="checkbox"/> Double check for expired products (including soda) and remove all expired products | <input type="checkbox"/> Check that hot bags are clean, functioning and in good repair |
| <input type="checkbox"/> Set up makeline rail and stock makeline cabinet | <input type="checkbox"/> Make fresh sauce for opening needs |
| <input type="checkbox"/> Print off Prep Report and make prep list for the day | <input type="checkbox"/> Assist with prep for business needs |
| <input type="checkbox"/> Ensure all equipment is working properly | |
| <input type="checkbox"/> Make note of anything you find not to standard. Complete communication log for night manager and review prior | |
| <input type="checkbox"/> Verify that Team Member checklist has been completed to standard | |

PRE-LUNCH

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| <input type="checkbox"/> Turn on remaining lights | <input type="checkbox"/> Turn on Open Sign |
| <input type="checkbox"/> Unlock the Front Door | <input type="checkbox"/> If driving, ensure you are carrying a maximum \$20 including coins |
| <input type="checkbox"/> Verify back door is locked | <input type="checkbox"/> Check and restock all hand washing stations soap and paper towels |
| <input type="checkbox"/> Verify phones, caller ID, and internet are working | <input type="checkbox"/> Untangle and hang all clean aprons |
| <input type="checkbox"/> Verify makeline rail, cabinets and walk-in are all within proper temp. | <input type="checkbox"/> Set up 3 compartment sink |
| <input type="checkbox"/> Verify all dough sizes are proofed, cross stacked and at room temperature | <input type="checkbox"/> Stock coke cooler |
| <input type="checkbox"/> Post and communicate any goals set for the day | <input type="checkbox"/> Put away all clean, dry dishes from closing |
| <input type="checkbox"/> Review the prior days results and notes left from closing manager | <input type="checkbox"/> Continue assisting with prep for business needs |
| <input type="checkbox"/> Verify menu board and current print material are properly displayed | |
| <input type="checkbox"/> Verify all signage is current, clean and in good working order | |
| <input type="checkbox"/> Verify all team members are in perfect image including driver vehicles | |
| <input type="checkbox"/> Delegate a driver to pick up yesterdays deposit slips from the bank | |
| <input type="checkbox"/> Check schedule for adequate staffing and assign any daily/weekly cleaning tasks to be completed. | |
| <input type="checkbox"/> Check all product levels/call other stores if needed | |
| <input type="checkbox"/> Begin prep for daily business needs | |
| <input type="checkbox"/> Place food/Coke order as needed or put away food deliveries | |
| <input type="checkbox"/> Verify that Team Member checklist has been completed to standard | |

AFTER LUNCH

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| <input type="checkbox"/> Restock makeline rail and cabinet for dinner rush | <input type="checkbox"/> Sweep floor including walk in |
| <input type="checkbox"/> Review the days lunch rush results | <input type="checkbox"/> Wash all makeline rails and catch trays, dry and put back |
| <input type="checkbox"/> Call 10 customers from previous day (to include cust care) | <input type="checkbox"/> Fold and stock boxes with current box tops/ stickers |
| <input type="checkbox"/> Call all new applicants in ATS & move them to next step | <input type="checkbox"/> Complete daily cleaning duties |
| <input type="checkbox"/> Complete any required store administrative tasks | <input type="checkbox"/> Bring out thin crust to room temperature |
| <input type="checkbox"/> Complete remaining prep for the day | <input type="checkbox"/> Set up 3 compartment sink with fresh water & ensure 2 hour sanitation rule is in place |
| <input type="checkbox"/> Verify that Team Member checklist has been completed to standard | <input type="checkbox"/> Wash all dishes and place to air dry |
| | <input type="checkbox"/> Check parking lot and sidewalk for litter/debris. |
| | <input type="checkbox"/> Wipe internal and external windows and window sills in the customer area |
| | <input type="checkbox"/> Clean/ Wipe-down Carry-out Area (Refill the Napkins) |
| | <input type="checkbox"/> Continue assisting with prep for business needs |

MANAGER OVERLAP

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| <input type="checkbox"/> Check the Schedule, Call In Drivers if Needed | <input type="checkbox"/> Collect cash, receipts and delivery slips if not staying through dinner rush |
| <input type="checkbox"/> Set the time delay safe | <input type="checkbox"/> Return car top to store |
| <input type="checkbox"/> Reset cash till to no greater than \$150 (\$75 TUSA)
Till Amount \$_____ | <input type="checkbox"/> Clock out if not staying through dinner rush |
| <input type="checkbox"/> Make first deposit if applicable | |
| <input type="checkbox"/> Verify that Team Member checklist has been completed to standard | |
| <input type="checkbox"/> Clock out (If not working through dinner rush) | |