

CLOSING CHECKLIST

MANAGER

TEAM MEMBER (S)

WHEN ARRIVING ON SHIFT & MANAGER OVERLAP

- Follow up on guest experiences in lobby if able.
- Clock In
- Greet all TMs while performing image check and that drops are made.
- Check the Schedule, Call In Drivers if Needed
- Ensure the time delay safe has been set for first deposit if applicable
- Ensure cash till is reset to no greater than \$150 (\$75 TUSA) Till Amount \$ _____
- Ensure first deposit is made if applicable
- Ensure PRP is complete and Dough is properly proofed.
- Discuss crucial information with outgoing manager. (i.e. Product, staffing, equipment issues, PRP, timed orders etc.)
- Make note of anything you find not to standard. Complete communication log for night manager and review prior
- Verify that opening checklist has been completed to standard

- Clock in (Ensure you are in perfect image including car top if driving)
- Clean parking lot and sidewalk by removing any litter
- Clean/ Wipe-down Carry-out Area (Refill the Napkins)
- Ensure 2 hour sanitation rule is in place
- Check for 2 calibrated thermometers in the makeline & document temps in temp log (if necessary)
- Check store cleanliness
- Check that hot bags are clean, functioning and in good repair
- Assist with prep for business needs

PRE-CLOSE (1-1.5 HOURS TO CLOSE)

- Follow all safety & security procedures.
- Make line is fully operational and stocked until close.
- Ensure adequate proofed dough for next day.
- Complete inventory/expired product noted consolidated in designated place.
- Oven and hood wipe down/belts brushed/catch trays cleaned/glass cleaned/bubble fork
- Complete communication log for opening manager.
- Complete any required store administrative tasks
- Verify that Team Member checklist has been completed to standard

- Fold and stock boxes with current box tops/ stickers
- Complete daily cleaning duties
- Clean CSR/Driver stations
- Clean & restock bathrooms and office
- Clean/ Wipe-down Carry-out Area (Refill the Napkins)
- Clean and stock Coke Coolers
- Set up 3 compartment sink with fresh water & ensure 2 hour sanitation rule is in place
- Wash available dishes and place to air dry

AT CLOSE

- Close & lock all doors/windows
- Food in walk-in, covered and dated
- Turn off, clean & sanitize make line, scales, thermometers, seasoning bottles etc.
- Set the time delay safe
- Reset cash till to no greater than \$150 (\$75 TUSA) Till Amount \$ _____
- Make deposit if applicable
- Ensure safe is secured with store money inside
- Verify that Team Member checklist has been completed to standard
- Turn off lights
- Complete final walkthrough to ensure all tasks have been complete
- Ensure all TMs get to cars safely and leave promptly unless assisting with deposit security procedures
- Clock out**
- Run end of day reports
- Ensure all doors/windows are secure (Set alarm if required)

- Collect cash, receipts and delivery slips
- Bring in outdoor signs/flags if required
- Return car top to store
- Turn off, clean & sanitize make line, scales, thermometers,
- Wash all dishes and place to air dry then return all to front
- 3 Bay sink clean and sanitized
- All surfaces clean and sanitized
- All floors clean and mopped (Walk-in included)
- Mop sink/bucket/mops clean and drying
- Trash and Cardboard taken out, cardboard broken down
- Complete final walkthrough with manager-in-charge
- Clock out**