

CLOSING SHIFT, DATE: _____

All tasks must be completed and checked off by the end of your shift.

Between 1:00 – 3:00 PM: STOCKING

Make vanilla, brown sugar, and seasonal syrups _____

Top off syrups, wipe down bottles, and soak toppers _____

Stock milk fridge _____

Stock cups, lids, and java jackets _____

Stock Grab-n-Go case _____

Stock Condiment bar _____

Between 3:00 – 4:30 PM:

Bring both COFF33 signs _____

Wipe down tables and sweep lobby _____

Roll up mats, sweep, and **MOP** behind bar _____

Close pitcher rinser _____

Complete current dishes _____

Pull water/cream and wipe down condiment bar _____

*Make sure ½ & ½ carafe gets put back into the fridge. Return empty water dispenser to con. bar.

Between 4:30 – 5:00 PM:

Wipe down ALL CAFÉ SURFACES _____

Drip/panini counter, in front of pastry case, around grinder, **under espresso machine**,
milk counter (move lids, mats, etc. to wipe under everything), and fridge doors.

Waste and record expired food/milk _____

Clean all black rubber mats _____

After 5:00 PM:

Count till and complete cash drop _____

Close espresso machine –

Clean Drain Tray

Back Flush Group Heads

Wipe down exterior

Clean Scales

Soak Steam Wands

Take out trash Sun., Tues., Thurs., and Sat.

*3 bins behind bar, standing knock box, 2 big bins at con. bar, 2 small bins in lobby.

Lock doors _____

Turn lights _____

Thanks for your hard work! Have a great night 😊