

MID SHIFT, Date: _____

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

Before starting your shift, please stock the Condiment Bar :)

Things to be done anytime during your shift:

Change sanitizer bucket and replace rags _____

Make vanilla, brown sugar, and seasonal syrups _____

Things to be done in the last 2-3 hours of your shift:

Stock (check off once you have complete the below)

Cups, lids, and java jackets _____

Milk fridge _____

Condiment Bar _____

Merchandise shelves _____

Grab-n-Go case _____

Bean hopper _____

Lobby Sweep (check off once you have completed the below)

Wipe down all tables and chairs _____

Sweep _____

Bring back dishes _____

Complete food pull _____

Daily cleaning tasks:

_____ Dust/Clean "Triple" merchandise shelf (this includes: pulling product off, dusting shelf itself and product, and ensuring nothing is expired)

_____ Bathrooms

_____ Wipe down hot sauces/agave on CON. Bar