

OPENING SHIFT Date: _____

*Before starting your shift, please stock the Condiment Bar :) *set out water/cream*

To be completed in the first 30 minutes:

Brew Drip _____

Count cash drawer and ensure that it is at \$300 _____

Dial in espresso _____

Bring out COFF33 signs _____

Set out floor mats _____

Ensure everything is stocked and ready to go _____

Before you leave:

Ensure all dishes are complete _____

Refill drip pre-doses _____

Stock Condiment Bar (again) _____

Empty full garbage cans and replace liner _____

Water outside plants (SUMMER) _____

Daily cleaning tasks:

_____ Dust/Clean 2 merchandise shelves on either side of the GnG (this includes: pulling product off, dusting shelf itself and product, and ensuring nothing is expired)

_____ Wipe down Grab-n-Go

_____ Re-write smudged signage