

Closing To-Do List

- Re-stock Displays / Fridges and Ingredients **1**
- Empty coffee pot into iced coffee, dump rest, wash drip tray. (*To Clean: 1 scoop Cafiza, fill with hot water*)
- Wipe down all tables and chairs (*Inside / outside*)
- Wipe down all counters (*include under the espresso machines & counter by the hand wash sink*)
- Wipe down outside and inside of fridges (*under espresso machine, under display cases, upright in back room, chest freezer*)
- Wipe down the outside of espresso grinder
- Clean espresso machine **2**
- Empty & wash knock box and tamping tools
- Wash all dishes (*include tongs and other utensils*)
- Take out trash can / recycling (*Front door, on counter, behind counters, rest room, backroom*)
- Sweep / vacuum / mop floor and mats (*start at the door and work towards counter, do behind counter, backroom, and then bathroom*)
- Clean bathroom sink / toilet, stock paper towels and soap dispensers
- Empty bleach bucket
- Empty, rinse, and wipe water spots on sinks
- Empty overflow bin under 3 compartment sink

1

- Sugar Packets
- Forks, spoons, knives, napkins, straws, stir sticks
- Stamped hot cups, cold cups
- Stamped hot sleeves
- Hot cup and cold cup lids
- Chai, horchata, seasonal items
- Espresso bean grinders (*manual and backup automatic machine*)
- Display cases and shelves with items from freezers
- Re-arrange shelves to look nice if products were moved / bought during the day (*coffee beans, t-shirts, jewelry, etc.*)

2

- Remove screens from portafilters, wash in sink
- Remove showerhead holders and showerheads from group heads, wash in sink
- Assemble portafilters with blank discs
- Clean group heads with portafilter (*Use tablet E16; run for 10 sec, stop, and repeat 5 times; once finished, re-do the cycle with no Cafiza and rinse portafilter in between 10 sec intervals.*)
- Wipe down outside and top of machine



Closing To-Do List

- Place wet towels in back room on mop sink edge to dry overnight
 - Fill all ice buckets (*Store in upright freezer*)
 - Prop restroom door open
 - Count and close drawer on the iPad
 - Turn off light switches in back room
 - Lock doors
- Re-assemble group heads, shower screens, and porta-filters
 - Wash drip trays, bottom tray, shot glasses, tamper, and tamping mat
 - Wipe and purge steam wands, soak steam wands in bleach from sink water overnight