

Opening / Mid-Day To-Do List

OPENING

- Turn on lights
- Counter drawer and start on iPad
- Assemble dry coffee pot with funnel, brew pot of hot water without coffee to warm pot
- Fill bleach bucket (100 p.p.m.) and sink (50 p.p.m.)
- Get clean rags from bin in backroom, 1 wet for steam wand, 1 wet for counters, 1 dry for portafilters, 1 dry for table sanitizer
- Unlock door (open sign is automatic)

WEEKLY (SATURDAY AFTERNOON)

- Pull out all floor mats behind counter, rinse down with hose outside
- Pull out fridge and clean / mop floor behind
- Pull trays out of display cases, wipe down insides with clean rag
- Remove display cases and wipe down counters
- Reassemble display cases and wipe with dry rag before putting trays back in
- Put floor mats back in a grid, lock together

MID-DAY

- Refill sinks and bleach bucket (*every 4 hours minimum*)
- Clean bathroom
- Stamp cups and sleeves
- Clean and wipe inside of fridges
- Dust shelves, counters, tops of machines, records, tables, piano, etc
- Water plants if getting dry or starting to look bad

Underwatered



Overwatered

