

Opening/Closing Checklist

Instructions: Write your initials by a task to indicate that it has been completed for the day listed.

Today's Date: _____ **Day of the Week:** _____

Opening Tasks	Initials
Fill the 3-compartment sinks with washing & sanitizer solution.	
Fill the sanitizer buckets & spray bottle with fresh sanitizer solution.	
Set the 2-hour timer for when the sanitizer solution will need to be tested.	
Turn on all the necessary equipment & warm up the espresso machine.	
Brew your morning coffee & set your timer for when it will expire.	
Brew/prep your iced teas & iced coffees.	
Prep your daily whipped cream.	
Fill the creamer carafes & set the 2-hour timer for when to replace them.	
Take the chairs off the tables and arrange them appropriately.	
Make sure your front ice-bin is full.	
Check that all your syrups are full and not-expired.	
Prep any pastries or food items that need to be filled or set-up.	
Tasks for Throughout the Day	Initials
Change out the Creamers & Sanitizer buckets as needed - based on the timers.	
Brew coffee as needed throughout the day - based on your store's protocols.	
Clean the Syrup bottles and pumps so there isn't any sugar residue.	
Clean-as-you-go throughout the day, so it's an easier job at closing.	
Keep up on dishes & walking through the dining/seating area to make sure tables are clean, etc.	
Record any wasted product throughout the day for final logging at Close.	
Closing Tasks	Initials
Check all product to make sure nothing is expiring tonight - if it is, add it to the waste log.	
Clean the coffee brewer & the coffee airpots.	
Clean the espresso machine & ancillary pieces: portafilter, grates, steam wand, etc.	
Clean all the dishes: mugs, shot glasses, spoons, thermometers, trays, scoops, etc.	
Clean all the counters - moving displays & fixtures when possible.	
Wipe out the fridges & make sure there are no spills.	
Clean the tables in the seating area & put the chairs up on the tables.	
Sweep & Mop both the front and back of the house - hang the mop to dry afterward.	
Empty your 3-compartment sink & make sure it's clean.	
Record any wasted product from the day in the nightly Waste Log.	
Count down the cash drawer and put together the deposit as needed.	
Leave any communication for the morning crew where they will quickly find it.	
Stock any products that are low: syrups, grab'n'go items, ready-to-drink beverages, milk, etc.	
Turn off any equipment that needs it and turn off the lights before leaving.	

Supervisor's Initials and Date (at end of day): _____