DATE:_____ **Shift Change Checklist**

√	MIC	CHECKLIST
		Check Lot before entering Restaurant
		Review Schedules / Deployment
		Review DCS / Paperwork
		DCS - Audit Safe
		DCS - Food Safety Audit
		Dunbar Book - Deposits Entered
		Check Email / Voice-Com
		Pirnt Email - RIP
		Review Opening Checklist
		Discuss with Opening Manager
		Review Cleaning Capt Checklist
		Review Prep Chart with TM's
		Walk-In Times & Dates/ Organized - FIFO
		Check Drinks - Enough Syrup for Shift
		DT - Clean / Stocked / Organized
		Line Prepped/Clean/Stocked/ Organized
		Check Dates/Times/ Dots
		Heating Cabinets / Reach-In Coolers
		Clean/ Prepped/ Organized
		Stock Area - Clean/ Organized
		Box Tops Cut Off
		3 Sink Compartment Set-Up
		Hand Sinks Clean / Stocked
		Paper Towels/ Soap/ Sanitizer/ Gloves
		Restrooms Clean/ Stocked
		Lobby Clean / Condiments Stocked
		Windows/ Doors Clean
		Front Counter Clean /Stocked
		Applications Available/ Counterfiet Pen
		Aquafina / Choco Taco Coolers Stocked
		Parking Lot / DT Menu Board Clean
		Exterior Lights and Signs Working
		Office Clean / Organized
		Turn on Exterior Lights / Signs
		Coach Team into Positions
		Cashiers - Suggestive Sell / Repeat Orders
		Line - Portioning Issues/ Weigh Products
		Review SOS Goals and LAST
		HAVE FUN!

√	PREP
	Taco Shells
	Salad Shells
	Pizza Shells
	Nacho Chips
	Nacho Chips Bagged
	Twist
	Twist Bagged
	Red Strips
	Torts (6,5, 10.5, 12)
	Pizza Sauce
	Red Sauce
	Bottled Sauces
	Jalapenos
	Guacamole - Thawed
	Sour Cream
	Fiesta Salsa
	Rice
	Chili
	Salsa
	Beans
	Beef
	Chicken
	Steak
	Nacho Cheese
	Onions
	Green Onions
	Lettuce
	Tomatoes
	Cheddar Cheese
	3 Cheese
	Empanadas
	Potato Nuggets
	Quesadilla Sides

Check available inventory to insure your store has enough product for the day.
(buy or borrow if needed)

MANAGER WALKS										
1	2	3	4	5	6	7	8	9	10	11
Time	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time

REMEMBER - LEAD BY EXAMPLE, INSPECT WHAT YOU EXPECT, COACH-COACH-COACH