

OPENING CHECKLIST

The following items will take approximately 30 minutes to complete each morning. We recommend two team members for all opening shifts.

Coffee & Tea Station

<input type="checkbox"/> Turn on brewers if turned off at night	<input type="checkbox"/> Drain water from all coffee pots
<input type="checkbox"/> Label coffee pots with the proper tags	<input type="checkbox"/> Brew coffees and set 2 hour timers
<input type="checkbox"/> Check the "Best By" dates on all coffee bags and discard any expired coffee	<input type="checkbox"/> Drain cold brew into dispensing pitchers or kegs and date
<input type="checkbox"/> Brew iced teas	<input type="checkbox"/> Stock hot tea

Espresso Bar & Blended Bar

<input type="checkbox"/> Fill hoppers with espresso and decaf espresso
<input type="checkbox"/> Turn espresso machine on
<input type="checkbox"/> Run two double shots of espresso to prime the machine
<input type="checkbox"/> Prepare sanitizer and ensure steam wand and countertop towels are available
<input type="checkbox"/> Ensure all sauces, syrups and powders are available
<input type="checkbox"/> Ensure caramel and chocolate squeeze bottles are filled
<input type="checkbox"/> Fill ice bin
<input type="checkbox"/> Check that all refrigerators are fully stocked with all milks, half & half, whipped cream, cold brew, refreshers and smoothie base

Order Taking Area & Guest Areas

<input type="checkbox"/> Stock case with AM product and label with appropriate signage
<input type="checkbox"/> Check supply of cups, lids and sleeves
<input type="checkbox"/> Ensure bottled beverages are stocked and rotated properly
<input type="checkbox"/> Ensure condiment bar is fully stocked with sweeteners, napkins, stir sticks and straws
<input type="checkbox"/> Wipe down all tables and chairs
<input type="checkbox"/> Fill creamer pitchers and place on condiment bar
<input type="checkbox"/> Ensure all merchandisers are stocked, organized and all items are priced
<input type="checkbox"/> Wipe down all tables and chairs and check all garbage cans

SHIFT CHANGE CHECKLIST

Coffee & Tea Station

<input type="checkbox"/> Ensure fresh coffee is brewed and 2 hour timers are set
<input type="checkbox"/> Wipe brewer sprayheads and surrounding area
<input type="checkbox"/> Wipe all outer surfaces of brewer and coffee pots
<input type="checkbox"/> Wash, rinse and sanitize cold brew vessels and inserts

Espresso Bar & Blended Bar

<input type="checkbox"/> Clean steam wand and wipe down all surfaces of the espresso machine
<input type="checkbox"/> Change steam wand, countertop towels and refresh sanitizer
<input type="checkbox"/> Refill espresso hoppers
<input type="checkbox"/> Stock all refrigerators with milks, half & half, whipped cream, cold brew, refreshers and smoothie mix
<input type="checkbox"/> Wipe down interior and exterior of all refrigerators
<input type="checkbox"/> Stock all syrups, sauces, powders and drink ingredients
<input type="checkbox"/> Wash, rinse and sanitize milk steaming pitchers and blender pitchers
<input type="checkbox"/> Refill ice bin
<input type="checkbox"/> spot sweep and spot mop the floor behind the bar

Order Taking Area & Guest Areas

<input type="checkbox"/> Condense case and stock with PM product and label with appropriate signage
<input type="checkbox"/> Ensure bottled beverages and ready-to-eat foods are stocked and rotated properly
<input type="checkbox"/> Ensure condiment bar is fully stocked with sweeteners, napkins, stir sticks and straws
<input type="checkbox"/> Refill creamer pitchers and place on condiment bar
<input type="checkbox"/> Wipe down all tables and chairs and change any garbage cans
<input type="checkbox"/> Ensure all merchandisers are stocked, organized and all items are priced
<input type="checkbox"/> Spot sweep all guest areas

Back of House

<input type="checkbox"/> Wash and sanitize any dirty dishes
<input type="checkbox"/> Wipe down inside and outside of the back room refrigerators
<input type="checkbox"/> Sweep and mop back room

CLOSING CHECKLIST

Coffee & Tea Station

<input type="checkbox"/> Discard all unused coffees and iced teas	<input type="checkbox"/> Drain water from all coffee pots
<input type="checkbox"/> Remove coffee tags and fill all coffee pots with hot water overnight	<input type="checkbox"/> Clean all exterior panels on brewer and coffee grinder
<input type="checkbox"/> Clean coffee pots and tea dispensers with Coffee Equipment Cleaner	<input type="checkbox"/> Make cold brew coffee
<input type="checkbox"/> Remove sprayheads and soak in Coffee Equipment Cleaner for 2 minutes every night	<input type="checkbox"/> Remove seatcup (applicable on shuttles and tea dispensers only) and soak in Coffee Equipment Cleaner once per week

Espresso Bar & Blended Bar

<input type="checkbox"/> Soak steam wand in steam wand cleaner
<input type="checkbox"/> Run nightly cleaning cycle using the proper cleaner
<input type="checkbox"/> Remove and clean grate and tray
<input type="checkbox"/> Empty bean hoppers and store in a cambro
<input type="checkbox"/> Wash bean hoppers with soap and water and allow to air dry overnight
<input type="checkbox"/> Wash and sanitize all steaming pitchers, blender pitcher and bar utensils
<input type="checkbox"/> Wipe down the rubber blender pad and blender exterior
<input type="checkbox"/> Stock all syrups, sauces, powders and drink ingredients
<input type="checkbox"/> Clean all syrup pumps once per week by pumping hot water through them
<input type="checkbox"/> Stock all refrigerators with milks, half & half, whipped cream, cold brew, refreshers and smoothie mix
<input type="checkbox"/> Empty sanitizer and replace all bar towels with clean ones
<input type="checkbox"/> Sweep and mop the floor behind the bar

Order Taking Area & Guest Areas

<input type="checkbox"/> Discard any unused milks from the creamer pitchers on the condiment bar
<input type="checkbox"/> Wash and sanitize creamer pitchers and store in refrigerator overnight
<input type="checkbox"/> Stock all sweeteners, napkins, stir sticks, straws and brochures
<input type="checkbox"/> Empty all garbage cans and wipe down inside and outside of cabinet
<input type="checkbox"/> Stock all cups, lids and sleeves at the order taking area
<input type="checkbox"/> Stock all impulse items

CLOSING CHECKLIST continued

<input type="checkbox"/> Discard all expired items
<input type="checkbox"/> Wrap and store any pastry/dessert items for the next day
<input type="checkbox"/> Clean interior and exterior of display case
<input type="checkbox"/> Stock all bottled beverages and ready-to-eat foods
<input type="checkbox"/> Straighten and stock all retail items and ensure everything is properly priced
<input type="checkbox"/> Clean all glass areas, windows and doors
<input type="checkbox"/> Sweep and mop all guest areas