

EXPO SIDEWORK DUTIES

OPENING DUTIES	SHIFT CHANGE DUTIES SATURDAY & SUNDAY	CLOSING DUTIES
<ul style="list-style-type: none"> <input type="checkbox"/> WASH HANDS <input type="checkbox"/> SET UP TRASH CAN <input type="checkbox"/> STOCK PRINTER PAPER AND RIBBON <input type="checkbox"/> SET UP SANITIZER BUCKET <input type="checkbox"/> FILL ALL HOT WELLS WITH WATER AND TURN ON <input type="checkbox"/> FOLLOW RE-HEATING PROCEDURES FOR HOT WELL ITEMS <input type="checkbox"/> SET UP STATION WITH PROPER UTENSILS, PANS, SOUFFLE CUPS, DISHES, ETC <input type="checkbox"/> STOCK COOLER BOX/DRAWERS ACCORDING TO PARS <input type="checkbox"/> STOCK HOT FOOD ITEMS <input type="checkbox"/> PLACE BACK UPS IN SHAAM (if necessary) <input type="checkbox"/> STOCK ALL PLATE WARE <input type="checkbox"/> STOCK ALL TO GO BOXES, CUPS, LIDS <input type="checkbox"/> SANITIZE STATION- WIPE ALL COUNTERS, SHELVES, AND LEDGES <input type="checkbox"/> COMPLETE ANY PREP <input type="checkbox"/> LOAD BAKES AND SWEETS AT 1:45PM (9:00AM on Saturday/Sunday) <input type="checkbox"/> LABEL AND DATE ALL PANS 	<ul style="list-style-type: none"> <input type="checkbox"/> WASH HANDS <input type="checkbox"/> EMPTY TRASH CANS <input type="checkbox"/> CHANGE OUT SANITIZER WATER <input type="checkbox"/> SWEEP THE LINE <input type="checkbox"/> SANITIZE STATION- WIPE ALL COUNTERS, SHELVES, AND LEDGES <input type="checkbox"/> ADD WATER TO HOT WELLS IF NEEDED <input type="checkbox"/> CHANGE OUT HOT WELL PANS AND RESTOCK ALL HOT ITEMS <input type="checkbox"/> LABEL AND DATE PANS <input type="checkbox"/> CLEAN AND REPLACE UTENSILS, SOUFFLE CUPS, DISHES, ETC <input type="checkbox"/> STOCK COOLER BOX/DRAWERS ACCORDING TO PARS <input type="checkbox"/> STOCK ALL PLATE WARE <input type="checkbox"/> ENSURE HOURLY ROTATION OF BAKES AND SWEETS ARE OCCURING <input type="checkbox"/> CHECK OUT WITH MANAGER 	<ul style="list-style-type: none"> <input type="checkbox"/> WASH HANDS <input type="checkbox"/> TURN OFF HOT WELL AFTER LAST CHECK IS SOLD <input type="checkbox"/> SANITIZE STATION- WIPE ALL COUNTERS, SHELVES, AND LEDGES <input type="checkbox"/> BREAK DOWN THE STATION <input type="checkbox"/> CLEAN AND SANITIZE THE HOT WELLS. <input type="checkbox"/> FOLLOW COOL DOWN PROCEDURES, COVER ALL ITEMS AND PLACE ON RACK IN WALK-IN COOLER <input type="checkbox"/> REMOVE LEFTOVER BAKES AND SWEETS. COUNT & DISPOSE <input type="checkbox"/> CHANGE OUT, LABEL, DATE, AND COVER ALL REMAINING PANS <input type="checkbox"/> WASH AND REPLACE ALL UTENSILS, PANS, ETC <input type="checkbox"/> CLEAN WINDOW OUT <input type="checkbox"/> EMPTY TRASH AND SANITIZER BUCKETS <input type="checkbox"/> PULL OUT ALL EQUIPMENT, SWEEP, MOP/SQUEEGEE AREA <input type="checkbox"/> POLISH ALL STAINLESS <input type="checkbox"/> CHECK OUT WITH MANAGER

EXPO SIDEWORK DUTIES