

# FLAT TOP SIDEWORK DUTIES

OPENING DUTIES	SHIFT CHANGE DUTIES SATURDAY & SUNDAY	CLOSING DUTIES
<ul style="list-style-type: none"> <li><input type="checkbox"/> WASH HANDS</li> <li><input type="checkbox"/> SET UP TRASH CAN</li> <li><input type="checkbox"/> STOCK PRINTER PAPER AND RIBBON</li> <li><input type="checkbox"/> SET UP SANITIZER BUCKET</li> <li><input type="checkbox"/> INSTALL HOOD FILTERS AND DRIP PANS (if not already in place)</li> <li><input type="checkbox"/> TURN ON FLAT TOP (if not already on)</li> <li><input type="checkbox"/> SET UP STATION WITH PROPER UTENSILS, COVERS, ETC</li> <li><input type="checkbox"/> SET UP HOT WELL (if applicable)</li> <li><input type="checkbox"/> STOCK COOLER BOX/DRAWERS ACCORDING TO PARS</li> <li><input type="checkbox"/> STOCK SEASONING SHAKERS, MARGARINE, SAUCES, BREAD, ETC</li> <li><input type="checkbox"/> STOCK ALL PLATE WARE</li> <li><input type="checkbox"/> STOCK FLAT TOP COOLER</li> <li><input type="checkbox"/> SANITIZE STATION- WIPE ALL COUNTERS, SHELVES, AND LEDGES</li> <li><input type="checkbox"/> COMPLETE ANY PREP</li> <li><input type="checkbox"/> ICE DOWN SEAFOOD</li> <li><input type="checkbox"/> LABEL AND DATE ALL PANS</li> <li><input type="checkbox"/> TURN ON CHEESEMELTER</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> WASH HANDS</li> <li><input type="checkbox"/> EMPTY TRASH CANS</li> <li><input type="checkbox"/> CHANGE OUT SANITIZER WATER</li> <li><input type="checkbox"/> SWEEP THE LINE</li> <li><input type="checkbox"/> SANITIZE STATION- WIPE ALL COUNTERS, SHELVES, AND LEDGES</li> <li><input type="checkbox"/> CLEAN AND REPLACE UTENSILS, COVERS, ETC</li> <li><input type="checkbox"/> STOCK COOLER BOX/DRAWERS ACCORDING TO PARS</li> <li><input type="checkbox"/> STOCK SEASONING SHAKERS, MARGARINE, SAUCES, BREAD, ETC</li> <li><input type="checkbox"/> STOCK ALL PLATE WARE</li> <li><input type="checkbox"/> STOCK FLAT TOP COOLER</li> <li><input type="checkbox"/> ICE DOWN SEAFOOD</li> <li><input type="checkbox"/> LABEL, DATE AND ROTATE PANS</li> <li><input type="checkbox"/> CHECK OUT WITH MANAGER</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> WASH HANDS</li> <li><input type="checkbox"/> TURN OFF FLAT TOP AFTER LAST CHECK IS SOLD</li> <li><input type="checkbox"/> SANITIZE STATION- WIPE ALL COUNTERS, SHELVES, AND LEDGES</li> <li><input type="checkbox"/> BREAK DOWN FLAT TOP STATION- FOLLOW CLEANING GUIDELINES</li> <li><input type="checkbox"/> CLEAN AND SANITIZE FLAT TOP BOX/DRAWERS. COVER ALL ITEMS AND PLACE ON RACK IN WALK-IN</li> <li><input type="checkbox"/> CLEAN AND SANITIZE FLAT TOP COOLER</li> <li><input type="checkbox"/> BREAK DOWN HOT WELL (if applicable)</li> <li><input type="checkbox"/> CHANGE OUT, LABEL, DATE, AND COVER ALL REMAINING PANS</li> <li><input type="checkbox"/> WASH AND REPLACE ALL UTENSILS, PANS, SHAKERS, ETC</li> <li><input type="checkbox"/> CLEAN AND DETAIL CHEESEMELTER</li> <li><input type="checkbox"/> WRAP BREAD AND RESTOCK</li> <li><input type="checkbox"/> EMPTY TRASH AND SANITIZER BUCKETS</li> <li><input type="checkbox"/> PULL OUT ALL EQUIPMENT, SWEEP, MOP/SQUEEGEE AREA</li> <li><input type="checkbox"/> REMOVE FILTERS, WASH AND LET AIR DRY. CLEAN HOODS</li> <li><input type="checkbox"/> POLISH ALL STAINLESS</li> <li><input type="checkbox"/> CHECK OUT WITH MANAGER</li> </ul>

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