



NB CLOSING CHECKLIST

BOH (Back Of House)

Can be done prior to door close

INITIALS	DONE	BACK OF HOUSE
		Ensure that everything is in its correct place (toppings, inventory, dishes, etc.)
		Compile any trash and recycling that may have accumulated throughout the day
		Wipe down EVERY surface on equipment and work tables with a wet sani rag
		Wipe down walls if there are any spills
		Wipe down the sink very thoroughly, so there is no food residue remaining
		Sweep the BOH
		ALL dishes from opening shifts & throughout the day are washed and put away <i>*(Only dishes that should be sitting on the drying shelves in the morning are dishes that are washed at close)</i>

SHIFT LEAD SIGNATURE _____

<i>INITIALS</i>	<i>DONE</i>	TAKE OUT TRASH
		Bowl line large garbage
		Bowl line small garbage
		Guest seating garbage(s)
		All garbages in Back of House
		Restroom garbage
		Outdoor garbage
		Recycling and tubs (fold down any cardboard boxes)
		Compile all garbage onto the large garbage with the dolly
		Dump all garbage and recycling in dumpsters
		Close dumpster lid
		Replace all receptacles with trash bag
		Wipe down exterior of each garbage

SHIFT LEAD SIGNATURE _____

<i>INITIALS</i>	<i>DONE</i>	WASH DISHES
		RINSE DISHES THOROUGHLY BEFORE PLACING IN FIRST SINK with dish soap and water (rinsing out any food residue: strawberries, chia seeds, butters, etc)
		Let dishes soak in first sink as you begin to wash
		Pull one dish at a time from the soak and scrub clean, then wash with warm water in the middle sink, then put into the third sink with the sanitizer (let soak in sanitizer water for 60 seconds)
		Place on drying rack after sanitizer soak
		DRAIN ALL SINKS

		Put all spoons and containers face down so water can fully drain
		Our sinks DO NOT have a garbage disposal, therefore after draining the sinks when finished washing dishes, use your hands/paper towel or rag to dig up any food at the bottom of the sink
		The sinks should be clean when the opener arrives in the morning
		After rinsing, wipe down the sinks thoroughly

SHIFT LEAD SIGNATURE _____

<i>INITIALS</i>	<i>DONE</i>	RESTROOM
		Sweep restroom
		Scrub toilet, urinal, sync
		Wipe down Toilet, urinal, sink, paper towel dispenser, exterior of garbage, and walls as needed - use disinfectant spray bottle and rag
		Restock toilet paper and paper towels
		Clean mirror (ensure no splatters or streaks)
		Inspect/wipe down baby changing station
		Change garbage (replace with new garbage bag)
		Mop floor
		Turn off lights

SHIFT LEAD SIGNATURE _____

<i>INITIALS</i>	<i>DONE</i>	BOWL LINE TASKS
		Sweep entire bowl line including equipment
		Restock napkins, soap dispenser, and paper towel dispensers
		Restock gloves as needed

		Restock bowls in cabinet
		To-go station- Restock to-go bags, staples, pens, markers, stickers, lids and napkins

SHIFT LEAD SIGNATURE _____

<i>INITIALS</i>	<i>DONE</i>	TOPPING STATION TASKS
		Restock all ingredients (remember FIFO) place lids on each ingredient for storage overnight
		Ensure opening shift has at least 20 diced strawberries ready for opening
		Wipe inside of refrigerated prep station
		Close lid to refrigerated prep station
		Wipe all equipment and surfaces on the bowl line
		Fill and wipe down honey bottles
		Fill and wipe down cashew cacao butter
		Make chia pudding if necessary (maximum of one backup batch per recipe)
		Unplug and clean nut grinder machines
		Bring all utensils, cutting boards, dirty containers to dishwasher

SHIFT LEAD SIGNATURE _____

<i>INITIALS</i>	<i>DONE</i>	DIPPING CABINET & DIPPER WELL TASKS
		Take sorbet out of the dipping cabinet and condense tubs as necessary

		Scrape the walls with plastic scraper (scrape ice and sorbet splatters off walls and floor of dipping cabinet)
		Remove all ice and sorbet chunks from the bottom of the freezer, throw in sink
		Wipe down with a rag and warm water
		Remove all ice and sorbet chunks from the bottom of the freezer
		Put sorbet tubs back in freezer based on the sorbet diagram
		Wipe down exterior of the dipping cabinet, including the sliding glass lids
		Turn water off on dipper well
		Drain dipper well
		Pour bucket of hot water down dipper well
		Wipe inside of dipper well clean
		Inspect floor drain- ensure free of any debris

SHIFT LEAD SIGNATURE _____

GUEST SEATING

<i>INITIALS</i>	<i>DONE</i>	GUEST SEATING TASKS
		Wipe down ALL tables using a sani rag and sanitizer spray (Indoor & outdoor tables)
		Wipe down chairs as needed (Indoor & outdoor)
		Wipe down shiplap and walls where there are stains and scuffs
		Wash windows/door - once per week or as needed (ensure no splatters or streaks)

		Bring in tables & chairs
		Bring in umbrellas
		Bring in Sandwich board sign(s) and any other portable exterior signs
		Restock guest seating decorative garbage unit - spoons, lids, and napkins
		Stack chairs off to the side to make room for sweeping and mopping
		Sweep entire guest seating area
		Mop entire guest seating area

SHIFT LEAD SIGNATURE _____

MANAGER/SHIFT LEAD

<i>INITIALS</i>	<i>DONE</i>	MANAGER/SHIFT LEAD TASKS
		Close cash drawer (ensure new drawer is open for next day stocked with \$200 bills/coins)
		Count tips and update spreadsheet
		Put all money away in correct bank bags and ensure safe is locked
		Scan inventory- make note of any items that are low and communicate to the next day's opener and manager
		Sign off on all team member closing tasks
		One final walk through to make sure everything is off
		Turn all lights off
		Lock all exterior doors
		Ensure keys are secured in lock box

		Notes:
--	--	--------

HAVE A GREAT NIGHT!