



NB OPENING CHECKLIST

INITIALS	DONE	OPENING TASKS
		Scan parking lot and sidewalk for any trash (throw away)
		Inspect exterior garbage - if full then change garbage first thing after entering the building
		Unlock and enter the back door (lock behind you)
		Turn on lights
		Clock in
		Run through previous nights closing checklist- ensure everything was done to brand standards (If something does not meet brand standards- communicate with the Shift Lead that signed off on the specific task)
		If inventory count day – count inventory (10>minutes)
		Review schedule and events for the day and update the whiteboard: schedule for the day, catering orders, inventory delivery, special events, etc.
		Ensure at least 20 strawberries are already cut and ready for the morning
		Count drawer- confirm appropriate amount of bill/coins and that the drawer is “open” and ready for the day
		Fill third sink with sanitizer water
		Fill sanitizer buckets (one in BOH and one under hand sink on the bowl line) put one rag in each bucket
		Prep bowl line Remove lids from each sorbet, Remove lids from each topping

		<p>Place appropriate utensil in corresponding topping and Chia pudding food pan</p> <ul style="list-style-type: none"> ● ¼ cup: Granola ● 2 tbsp: blueberries, strawberries ● 1 tbsp: Goji Berries, Coconut Flakes, Almonds, Pumpkin Seeds, Hemp Seeds, Coconut Butter Crumbles ● 1 tbsp disher with thumb press: Cashew Cacao Butter ● 1 tsp: Cacao Nibs, Chia Seeds ● Serving spoon: Chia puddings
		Ensure adequate backups are prepared for each topping and chia pudding
		Assemble, plug-in, and test nut grinder machines
		Insert dipper well plug, turn on water, place two scoopers in dipper well
		Verify digital menus and digital display board are operating
		Put tables and chairs out *Inside & Outside*
		Put out sandwich board sign and any other portable exterior signs
		Ensure in-store signage and any marketing assets are fully stocked and on display
		Verify Music is on and at the appropriate volume level
		At opening time- unlock all doors

SHIFT LEAD SIGNATURE _____

HAVE A GREAT DAY!