

## Arrange:

- Magazines ( )
- Used Books ( )
- New Books ( )
- Newspapers ( )
- Product table ( )

## Bathrooms:

- Clean fixtures and mirrors ( )
- Sweep and mop ( )
- Empty garbage ( )
- Refill soap and paper products ( )

## Coffee Island:

- Clean the counter-top ( )
- Restock sugar ( )
- Restock lids ( )
- Restock napkins ( )
- Restock stir sticks ( )
- Empty garbage ( )
- Put away milk ( )
- Put away freezer pack ( )

## Behind the counter:

- Clean all counter-tops ( )
- Clean the microwave ( )
- Clean all blue doors ( )
- Clean the coffee grinders and brewers ( )
- Clean the espresso machine ( )
- Clean all three sinks ( )
- Half-fill all coffee pots with hot water ( )
- Clean the shelves ( )
- Arrange syrup bottles ( )
- Clean all dishes ( )
- Clean the steaming containers and espresso containers ( )
- Clean the toaster ( )
- Empty the garbage ( )

## Clean with windex:

- The front door ( )
- The pop coolers ( )
- Both sides of the display fridge ( )
- The ice cream freezer ( )

## The floor:

- Vacuum all mats ( )
- Vacuum and mop the cafe ( )
- Vacuum and mop behind the counter ( )
- Vacuum and mop the newspaper area ( )
- Vacuum and mop main walk areas ( )

## Baked goods:

- Take out and wrap cookies and oatcakes ( )
- Put both types of bagels into the fridge ( )

## Coolers:

- Restock and rotate all product ( )
- Stock the milk in the display fridge ( )
- Record the temperature of the display fridge and back fridge ( )

## Security:

- Lock the front door ( )
- Lock the side door ( )
- Make sure all doors are shut ( )
- Make sure the bathrooms are empty ( )
- Make sure the safes and the safe room are locked ( )

## General cleaning:

- Clean the garbage areas ( )
- Clean the carts ( )
- Put away the aprons ( )

## General restocking:

- Restock lotto tickets ( )
- Restock tobacco ( )

## Cash and paperwork:

- Count cash float - \$300 ( )
- Count \$5s float - \$400 ( )
- Count coin float - \$700 ( )
- Place all three floats into the safe ( )
- Settle the debit terminal ( )
- Fill out deposit sheet ( )
- Place deposit with deposit sheet into the drop safe ( )
- Print lotto daily sales ( )
- Close lotto terminal ( )
- Place all paperwork in paperwork bag ( )

## Other:

- Pull and log out newspapers ( )
- Empty the tip cup ( )
- Close Ticket Pro ( )

**Make sure that you set the alarm and double check that the door is locked before you leave.**