

ECOB Café - Opening & Closing Checklist

Sanitizing cleaning solution to be used on all station:

*Green Bucket: Fill ¼ with soap (PowerSuds) and water.

*Red Bucket: Fill ¼ with sanitizing solutions (ProQuat/water from sanitizing sink), should be 200 ppm, test with pH strips.

*Buckets must be dumped and rinsed in dish-room when done each day.

Opening Duties	Sign & Date	Closing Duties	Sign & Date
Pastries collected from Thornton kitchen and stocked in pastry case	_____	Check iced coffee, make fresh if needed with remaining hot coffee	_____
Fresh fruit collected from Thornton kitchen and stocked in fruit bowl	_____	Wipe down counters, sinks, coolers, storage areas, etc. with soap/water solution, rinse and sanitize	_____
Pick up bank from cash office and be escorted to ECOB	_____	Wrap all remaining pastries and return to Thornton Café	_____
Turn on register and place cash in drawer	_____	Turn off warming oven and let cool, close door when complete	_____
Unlock doors and turn on lights (pastry case, open grab & go cooler)	_____	Coffee pots cleaned and rinsed	_____
Stock condiments and refill creamer pitchers	_____	Pastry trays cleaned and returned to pastry case	_____
Turn on warming oven	_____	Collect creamer pitchers and return to refrigerator	_____
Make fresh pots of coffee	_____	Check dates on dairy products and throw out any that will expire the following day. Record waste here: _____	_____
Check iced tea, make fresh if needed	_____	All personal food & drinks thrown away	_____
Take refrigerator temperatures, record in temp log (if not at correct temp take appropriate action)	_____	Supervisor to X and Z out cash register (cash counted in Thornton cash room)	_____
		Take out trash	_____
		Sweep and mop floor	_____
		Turn off all lights, close all doors (pastry case, grab & go cooler)	_____
		Report any issues to the manager on duty	_____
		Take refrigerator temperatures, record in temp log (if not at correct temp take appropriate action)	_____

Supervisor Signature: _____ **Date:** _____

ECOB Café
Weekly Cleaning Tasks

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	Cleaning Task	Sign & Date	Supervisor signature
Monday	<p>Clean all storage shelves with soap/water solution, rinse and sanitize</p> <p>Organize storage shelves</p>		
Tuesday	Remove items from all refrigerators ; thoroughly clean the insides with soap/water solution, rinse and sanitize (including Pepsi fridge)		
Wednesday	<p>Dust high reach areas (i.e. top of pastry case, top shelf with cereals)</p> <p>Espresso Machine: Detail/clean with damp cleaning cloth (wash with soap/water solution if needed). Pull everything off of the top, and clean with damp cleaning cloth (was with soap/water solution if needed).</p>		
Thursday	<p>Windex front, and side windows and glass doors</p> <p>Register: Detail/clean with soap/water solution, rinse and sanitize. Clean the counter underneath the register.</p>		
Friday	Clean oven and scrub down sinks		