

# Rendezvous' Coffee Cart

## Weekly Cleaning Duties

	AM Shift	Sign and Date	PM Shift	Sign and Date
<b>Monday</b>	Floors <ul style="list-style-type: none"> <li>• Sweep behind trash can and plastic storage drawers (with the sugars and coffee grounds).</li> <li>• Pick up any trash on the ground.</li> </ul>		Front Ice Cream Cooler <ul style="list-style-type: none"> <li>• Wipe down the outside of the cooler.</li> <li>• Clean the glass, both sides.</li> </ul>	
<b>Tuesday</b>	Coffee Machine <ul style="list-style-type: none"> <li>• Detail/clean</li> <li>• Clean counter around, and under the coffee machine.</li> </ul>		Espresso Machine <ul style="list-style-type: none"> <li>• Detail/clean</li> <li>• Pull everything off of the top, and clean.</li> </ul>	
<b>Wednesday</b>	Front Cooler (sodas & salads) <ul style="list-style-type: none"> <li>• Detail/clean sides, front &amp; back.</li> <li>• Clean the glass, both sides.</li> <li>• Pull out sodas from the bottom shelf and wipe clean.</li> </ul>		Storage area (above, near sinks) <ul style="list-style-type: none"> <li>• Pull down boxes, and clean under.</li> <li>• Organize</li> </ul> Stainless steel <ul style="list-style-type: none"> <li>• Wipe down all stainless steel surfaces (walls &amp; cabinets)</li> </ul>	
<b>Thursday</b>	Front Display Case (baked goods & cereals) <ul style="list-style-type: none"> <li>• Detail/clean sides, front &amp; back.</li> <li>• Clean all glass, both sides</li> <li>• Pull out items from bottom shelf and wipe clean.</li> </ul>		Counters & Register <ul style="list-style-type: none"> <li>• Pull everything off of the back counter and wipe clean.</li> <li>• Detail/clean register.</li> <li>• Clean under register</li> </ul>	
<b>Friday</b>	Removable Equipment <ul style="list-style-type: none"> <li>• Take all items that need to be sanitized to the kitchen inside and run through the washer.</li> </ul>		Mats <ul style="list-style-type: none"> <li>• Pull mats up from the floor and hose off out back.</li> </ul>	