



MANAGEMENT – CLOSING STORE

Close down

- Closing the store should not be done at the expense of the customer.
- Cleaning tasks are planned in around the evening and busy periods.
- All packaging is stocked.
- All cups/lids/straws stocked.
- All bags are stocked for the next day.
- Fry station is stocked.
- Fry station is taken to the sink and cleaned – inside the fry station is cleaned of any grease and is free from any grime.
- Top of fry station is cleaned. Station is pulled out and cleaned behind.
- All under counter shelves are cleaned (stock removed and replaced)
- Delivery tablets are wiped down (do not use a wet cloth)
- Front counter is cleaned fully including under the tills and under any charity boxes.
- Drinks tower nozzles removed at the end of the night, washed, rinsed, sanitised, and left to dry on the drip tray overnight.
- Drinks chiller cleaned and stocked up.

Dining area

- All Tables and legs cleaned throughout the close
- Toilets detail cleaned, urinals, sinks and doors.
- Floors swept and moped throughout the close. (Clean area by area)
- Front door glass cleaned.
- Highchairs fully detail cleaned and sanitised daily.
- Counter cleaned on the front facing side.
- Car park/bays/outside is clean and free from cigarette ends/debris – complete in the evening before closing.
- Napkins and condiments stocked for the next day.

Reporting

- All stock issues have been reported to the manager.
- Any damaged/faulty equipment has been isolated and reported to the manager.
- Any Food safety/health and safety issues have been both reported and recorded.
- All waste has been recorded.
- All staff breaks have been recorded for the shift.
- Temperature checks completed on all Chillers/Freezers before leaving.