



# MANAGEMENT - OPEN AND CHANGEOVER FRONT

## Set up

- Employee should wear neat clean full uniform, name badge, hat with hairnet (Apron when in the kitchen).
- Set up Cloths along with Sanitiser and any other cleaning chemicals for the day/shift.
- Switch on the Chip fryer 30 minutes before opening.
- Switch on the till system and screens, count a float and set up the till area for the day/shift.
- Check the card reader shows no signs of tamper.
- Stock up any boxes and bags for the day/shift ahead.
- Ensure enough delivery bags, tape (or stickers) is available for the day/shift.
- Where the store uses a drinks tower, ensure the syrups, ice, cups, and lids are all stocked, and the nozzles are replaced on the drinks tower.
- Fry station should be stocked with packaging for the full day/shift.
- Fries should be reached from the main freezer and placed into the chip freezer or freezer drawers.
- Any open products should have secondary shelf lives attached.
- Check the floor in the customer area and the front counter, mop if required.

## Dining area

- Set the music to a reasonable level.
- Check the customer toilets (if applicable), check paper and soap are stocked, hand dryer is working and there is hot running water.
- Front door glass cleaned if needed.
- All tables, chairs and highchairs set up ready for the day.
- Counter clean on the front facing side.
- Car park/bays/outside is clean and free from cigarette ends/debris.

## Changeover

- Empty all bins and record waste.
- Stock up and boxes and bags as needed.
- Reach out fresh cloths for each station.
- Ensure there is enough stock at the fry station.
- Brush and mop the floor.
- Check the customer toilets (if applicable), check paper and soap are stocked, hand dryer is working and there is hot running water.
- Count a float and prepare for service at the counter.



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## 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.