

WORK CHECKLIST TEMPLATE

Use a work checklist template for organized task management and increased productivity.



WORK CHECKLIST

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Abstract

Date	Employee Name	Position	Opening Tasks		Closing Tasks	
Jan 2, 2023	Alice Kim	Barista	- Set up coffee machines - Check inventory levels	- Set up coffee machines - Check inventory levels	- Clean and sanitize all coffee equipment - Close cash register and count money	
Jan 3, 2023	John Smith	Cashier	- Open cash register and count float - Organize cash denominations - Check expiration dates on snacks <td> - Open cash register and count float - Organize cash denominations - Check expiration dates on snacks </td> <td> - Balance cash register and prepare report - Verify and close out POS system - Secure cash in designated area </td>	- Open cash register and count float - Organize cash denominations - Check expiration dates on snacks	- Balance cash register and prepare report - Verify and close out POS system - Secure cash in designated area	
Jan 4, 2023	Mia Johnson	Kitchen Staff	- Check ingredient freshness - Organize food storage	- Check ingredient freshness - Organize food storage - Set up stocked portions	- Clean kitchen equipment and surfaces - Dispose of food waste responsibly - Secure knives and turn off equipment	
Jan 5, 2023	Emily Davis	Waitstaff	- Set up dining area - Check cleanliness of tables and chairs - Review daily specials with the chef <td> - Set up dining area - Check cleanliness of tables and chairs - Review daily specials with the chef </td> <td> - Clear tables and reset for next guests - Complete end-of-shift checklist - Lock dining area and exit premises </td>	- Set up dining area - Check cleanliness of tables and chairs - Review daily specials with the chef	- Clear tables and reset for next guests - Complete end-of-shift checklist - Lock dining area and exit premises	
Jan 6, 2023	Chris Miller	Shift Manager	- Insure staff in proper uniform - Brief staff on daily specials and events	- Insure staff in proper uniform - Brief staff on daily specials and events	- Secure cash and lock up premises - Set alarms and ensure security measures	



Future Of Work Checklist

Annelies Wilder-Smith



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