

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

**A Gutmann**



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