

WORK CHECKLIST TEMPLATE

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



WORK CHECKLIST

Abstract

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Abstract

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



Future Of Work Checklist

Jicheng Xie



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