

TO OPEN:

1. As you walk into the store, **turn the lights on.**
2. **Clock in.**
3. **Run pills** on both mastrenas. Record the numbers on a sleeve until you have time to enter them in the pill log. Pour leftover espresso from the night before into designated hoppers.
4. **Brew coffee** in this order:
 - a. ½ batches of blonde/decaf at the same time
 - b. Iced coffee
 - c. ½ batch dark; during the busy season, brew a full batch
 - d. ½ batch Pike; during the busy season, brew a full batch
5. While blonde/decaf are brewing, **brew tea.** Fill one of every flavor pitcher; set timer.
6. While tea is brewing, fill the cold bar ice bin with at least one bucket of ice—you'll need it for iced coffee and the teas when they're done. If you've got time before you need to start brewing iced coffee, **completely fill the ice bins.**
7. After you grab your ice, check if pills are done. If so, **run two sets of quad ½ caf shots** to rinse.
8. **Brew iced coffee and dark**, if both blonde and decaf are done.
9. **Finish teas.** During the busy season, start brewing your back up teas.
10. **Fill the water tower**, if we're using one. You can fold a straw in half to hold the pressure valve on the filtered water tap while you do other things, just keep an eye on it.
11. **Brew Pike** as soon as iced coffee is finished.
12. **Get sani** for bar and the buckets, if the shift hasn't already done it.
13. **Date** iced coffee (6 pm), water (EOD), and teas (6 pm).

AFTER OPEN:

- Clean both pieces of the dish machine strainer**, then turn on the dish machine.
 - NOTE: If the dish machine prompts to run a delime cycle, you may want to do that right away. Remove the dish trays, pour in three bags of Dezcal, and run the delime cycle by following the prompts.
- Clean ice machine deflector plate.**
- Clean drains.**
- Swap syrup containers and clean pumps.**
- Swap inclusion containers and clean lids and spoons.**
- Check dates** on all items and throw out/replace anything that's gone out.
- Stock cups/lids/milks** on bar, if needed.
- Work on back ups**, starting with anything you have to replace because you've run out or it's expired:
 - Skinny mocha
 - Mocha
 - Carafes
 - Condiment shakers
 - Caramel bottles
 - Whip creams
 - Infusions
 - Any other back-ups needed

ALL BACK UPS AND FLOORS SHOULD BE COMPLETED BEFORE AFTERNOON PEAK, IF POSSIBLE.

PRECLOSE CHECKLIST

- Stock RTD&E
- Clean bathrooms
- Pull trashes
- Clean condiment bar
- Clear tables
- Sweep lobby

CLOSING CHECKLIST

Before Close:

- Stock:
 - Cups
 - Lids
 - Milks
 - Refreshers
- Check dates and throw out anything going out at the end of the night
- Wipe down bar fridges, inside and out
- Wipe down cabinet doors
- Rinse syrup bottle pumps
- Rinse and sanitize syrup racks
- Clean counters and walls where syrups/teas/powders splash
- Pre-clean mastrenas before close:
 - All syrup splashes off the sides
 - Dust off tops
 - Around rotators to adjust grind
 - Display panel and buttons
 - Grounds out of the belts inside the machine
 - Vacuum out the inside
 - Espresso splashes and milk residue off face plate
- Clean BPRs and sinks
- Wipe down risers and under pitchers/inclusion holders
- Wash and sanitize blender shrouds and gaskets

After Close:

- Empty espresso beans from hoppers into cubes/trenta cups
- Vacuum beans out of the mastrenas
- Run and record pills
- Wash dishes
- Put dishes away, setting up the store for the opener
 - Place tea bags in pitchers
 - Empty any urns and turn off brewing station
- Clean ice bins
- Clean and reassemble steam wands
- Turn off Hobart
- Empty sanitizer bins and reset them at the three-compartment sink with rags
- Spot sweep/mop floors