

EVENING DUTIES

EATING AREA

1. **DO NOT** turn off coffee reservoir switch
2. **DO NOT** leave ice tea in jug without a lot of ice
3. Wrap pie and put in cooler
4. Wrap cinnamon rolls
5. If there are extra salads dump back with other salad mix
6. Put ketchup bottles in refrigerator
7. Fill napkin holders
8. Replace Styrofoam cups at drink station
9. Put water and Powerade in cooler
10. Clean pie case with windex
11. Wipe down all surfaces
12. Sweep and mop traffic areas
13. Empty trash cans
14. Empty and wash coffee pots

KITCHEN AREA

1. Make sure all food is in appropriate place (refrigerator, freezer, ect.)
2. Empty and clean dish washer
3. Wash all dishes and return to area in which they are used
4. All utensils in area in which they are used
5. Wipe all surfaces
6. Wipe stove and grill down
7. Sweep and mop floor with cleaner