

WORK CHECKLIST TEMPLATE

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



WORK CHECKLIST

1000

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100

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1998

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 fund - Organize cash denominations - Check expiration dates on snacks - Check ingredient freshness - Organize food storage <td> - Open cash register and count fund - Organize cash denominations - Check expiration dates on snacks - Check ingredient freshness - Organize food storage - Set up alcohol portions <td> - Balance cash register and prepare report - Verify and close out POS system - Secure cash in designated area - Clean kitchen equipment and surfaces - Dispose of food waste responsibly - Secure knives and turn off equipment </td></td>	- Open cash register and count fund - Organize cash denominations - Check expiration dates on snacks - Check ingredient freshness - Organize food storage - Set up alcohol portions <td> - Balance cash register and prepare report - Verify and close out POS system - Secure cash in designated area - Clean kitchen equipment and surfaces - Dispose of food waste responsibly - Secure knives and turn off equipment </td>	- Balance cash register and prepare report - Verify and close out POS system - Secure cash in designated area - Clean kitchen equipment and surfaces - Dispose of food waste responsibly - Secure knives and turn off equipment						
Jan 4, 2023	Mia Johnson	Kitchen Staff	- Set up dining area - Check cleanliness of tables and chairs - Review daily specials with the chef - Review staff schedule - Insure staff in a proper uniform - Brief staff on daily specials and events								



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