WORK CHECKLIST TEMPLATE

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

WORK CHECKLIST

Company Name	Address	Email
Dice and Shop Cafe	5149 Holt Street, Oklahoma City	cafe@email.com

Date	Employee Name	Position	Opening Tasks	Opening Tasks	Closing Tasks
Jan 3, 2023	Jude Ally	Barista	- Set up coffee machines	- Set up coffee machines	- Clean and sanitize all coffee equipment
			- Check inventory levels	- Check inventory levels	- Close cash register and count money
Jan 3, 2023	Jane Smith	Cashier	- Open cash register and count float	- Open cash register and count float	- Balance cash register and prepare report
			- Organize cash denominations	- Organize cash denominations	- Verify and close out POS system
			- Check expiration dates on snacks	- Check expiration dates on snacks	- Secure cash in designated area
Jan 4, 2023	Mike Johnson	Kitchen Staff	- Check ingredient freshness	- Check ingredient freshness	- Clean kitchen equipment and surfaces
			- Organize food storage	- Organize food storage	- Dispose of food waste responsibly
				- Set up kitchen stations	- Secure kitchen and turn off equipment
Jan 5, 2023	Emily Davis	Waitstaff	- Set up dining area	- Set up dining area	- Clear tables and reset for next guests
			- Check cleanliness of menus and utensils	- Check cleanliness of menus and utensils	- Complete end-of-shift checklist
			- Review daily specials with the chef	- Review daily specials with the chef	- Lock dining area and exit premises
Jan 6, 2023	Chris Miller	Shift Manager	- Review staff schedules	- Review staff schedules	- Conduct final walk-through
			- Ensure staff is in proper uniform	- Ensure staff is in proper uniform	- Secure cash and lock up premises
			- Brief staff on daily specials and events	- Brief staff on daily specials and events	- Set alarms and ensure security measures

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Lei Huang

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