

WORK CHECKLIST TEMPLATE

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



WORK CHECKLIST

Company Name

Star and Strip Cafe

Address

5432 Red Street, Oklahoma City

Email

info@starandstrip.com

| Date | Employee Name | Position | Opening Tasks | Opening Tasks | Closing Tasks |
|-------------|---------------|---------------|--|--|--|
| Jan 3, 2021 | Jude King | Barista | <input checked="" type="checkbox"/> - Set up coffee machines <input checked="" type="checkbox"/> - Check inventory levels <input type="checkbox"/> | <input type="checkbox"/> - Set up coffee machines <input type="checkbox"/> - Check inventory levels <input type="checkbox"/> | <input checked="" type="checkbox"/> - Clean and sanitize all coffee equipment <input type="checkbox"/> - Close cash register and count money <input type="checkbox"/> |
| Jan 3, 2021 | Jane Smith | Cashier | <input type="checkbox"/> - Open cash register and count float <input checked="" type="checkbox"/> - Organize cash denominations <input type="checkbox"/> - Check expiration dates on snacks | <input checked="" type="checkbox"/> - Open cash register and count float <input type="checkbox"/> - Organize cash denominations <input type="checkbox"/> - Check expiration dates on snacks | <input type="checkbox"/> - Reconcile cash register and prepare report <input checked="" type="checkbox"/> - Lock and close out POS system <input type="checkbox"/> - Secure cash in designated area |
| Jan 4, 2021 | Mike Johnson | Kitchen Staff | <input type="checkbox"/> - Check ingredient freshness <input checked="" type="checkbox"/> - Organize food storage <input type="checkbox"/> | <input checked="" type="checkbox"/> - Check ingredient freshness <input checked="" type="checkbox"/> - Organize food storage <input checked="" type="checkbox"/> - Set up storage spaces | <input type="checkbox"/> - Clean station equipment and surfaces <input checked="" type="checkbox"/> - Dispose of food waste responsibly <input type="checkbox"/> - Secure knives and turn-off equipment |
| Jan 5, 2021 | Emily Davis | Waitstaff | <input type="checkbox"/> - Set up dining area <input type="checkbox"/> - Check cleanliness of tables and chairs <input type="checkbox"/> - Review daily specials with the chef | <input type="checkbox"/> - Set up dining area <input type="checkbox"/> - Check cleanliness of tables and chairs <input type="checkbox"/> - Review daily specials with the chef | <input type="checkbox"/> - Clear tables and reset for next guests <input checked="" type="checkbox"/> - Complete end-of-shift checklist <input type="checkbox"/> - Lock dining area and exit premises |
| Jan 6, 2021 | Chris Miller | Shift Manager | <input type="checkbox"/> - Review staff schedules <input checked="" type="checkbox"/> - Instruct staff in proper uniform <input type="checkbox"/> - Brief staff on daily specials and events | <input type="checkbox"/> - Review staff schedules <input checked="" type="checkbox"/> - Instruct staff in proper uniform <input type="checkbox"/> - Brief staff on daily specials and events | <input type="checkbox"/> - Conduct final walk-through <input checked="" type="checkbox"/> - Secure cash and lock up premises <input type="checkbox"/> - Set alarms and ensure security measures |
| | | | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |



Checklist Future Of Work

William C. Oakes, Craig J. Gunn



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web confusion while they are similar to those points brought up by the first writer this second position is far better supported through its organization and attention to detail from the the 2014 ged test reasoning through language arts rla extended response resource guide for adult educators p 18

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web content of the ged rla test the ged rla test focuses on three essential skills close reading clear writing editing and understanding the use of standard written english in context because the strongest predictor of career and college readiness is the ability to read and comprehend complex texts especially chapter 1 assessment

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