

30-Day Checklist

Name: _____

Start Date ____ / ____ / ____

Front Counter Cashier

Completion Date ____ / ____ / ____

- 1 ___ Know menu inventory - *Hot & cold entrees, Meals & Kids meals, Sides/Deserts/Beverages*
- 2 ___ Dining room - *Clean tables, chairs, sweep floors, etc.*
- 3 ___ Front counter register introduction - *Know register, taking cash, and taking coupons. Taking names and asking for sauces*
- 4 ___ Understand opening and closing security - *What door to use before and after store opening - and how*
- 5 ___ Demonstrate the "Core 4" with every order -

Create eye contact, share a smile, speak enthusiastically, stay connected while multi-tasking
- 6 ___ Demonstrate 2nd mile service - *Carry trays to tables, refresh beverages, clear tables*
- 7 ___ Know and demonstrate all uniform and personal hygiene requirements
- 8 ___ Know and understand the importance of handing cash correctly

- Cash and coupon policy, checking lg bills
- 9 ___ Learn how to handle first time guests

Food Preparation

- 10 ___ Basic food safety - *Washing and sanitizing your hands, avoid touching hair, pockets, etc. using when necessary.*
- 11 ___ Making Ice-Dream Cones & Cups
- 12 ___ Making milkshakes
- 13 ___ Making gallons of Iced Tea or Lemonade
- 14 ___ Filling Ice into drink towers
- 15 ___ Brewing Coffee
- 16 ___ Brewing Tea
- 17 ___ Making Sweet Tea/Lemonade
- 18 ___ Filling ___Lemonade fountains and ___Tea urns
- 19 ___ Using the date dots
- 20 ___ Fulfilling drink orders -*Half ice on Soda and Lemonade and full ice on all iced tea*
- 21 ___ Making a Sanitizer Bucket -*fill to brim and pour medium size cup into register drains*

Reminder: The role of the shift leader is to observe, and sign off. The role of the shift leader is not to teach these items. If you need to learn how to do these, refer back to your pathways modules, consult the people that you shadowed - or just watch someone else do it, and ask questions. Remember: Your training is your responsibility.

Maintaining the "House"

- 22 ___ Checking timers and performing the appropriate task
- 23 ___ Checking play-land
- 24 ___ Taking the trash out - *(not taking trash out unless all are full!)*
- 25 ___ Cleaning windows
- 26 ___ Stocking condiment Island & Fridges (FIFO!)
- 27 ___ Changing paper towels
- 28 ___ Changing Soap/Sanitizer
- 29 ___ Using jolt checklists

