

# WORK CHECKLIST TEMPLATE

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



## WORK CHECKLIST

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**Abstract**

| Date        | Employee Name | Position      | Opening Tasks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                      | Opening Tasks |  |  | Closing Tasks |  |  |
|-------------|---------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--|--|---------------|--|--|
| Jan 2, 2023 | Jude Rty      | Bartender     | <div><div></div><div>- Set up coffee machines</div></div> <div><div></div><div>- Check inventory levels</div></div> <div><div></div><div></div></div> <td><div><div></div><div>- Set up coffee machines</div></div><div><div></div><div>- Check inventory levels</div></div><div><div></div><div></div></div><td><div><div></div><div>- Clean and sanitize all coffee equipment</div></div><div><div></div><div>- Close cash register and count money</div></div><div><div></div><div></div></div></td></td>                                                                                                                                    | <div><div></div><div>- Set up coffee machines</div></div> <div><div></div><div>- Check inventory levels</div></div> <div><div></div><div></div></div> <td><div><div></div><div>- Clean and sanitize all coffee equipment</div></div><div><div></div><div>- Close cash register and count money</div></div><div><div></div><div></div></div></td>                                                                                 | <div><div></div><div>- Clean and sanitize all coffee equipment</div></div> <div><div></div><div>- Close cash register and count money</div></div> <div><div></div><div></div></div>                                  |               |  |  |               |  |  |
| Jan 3, 2023 | John Smith    | Cashier       | <div><div></div><div>- Open cash register and count float</div></div> <div><div></div><div>- Organize cash denominations</div></div> <div><div></div><div>- Check expiration dates on snacks</div></div> <td><div><div></div><div>- Open cash register and count float</div></div><div><div></div><div>- Organize cash denominations</div></div><div><div></div><div>- Check expiration dates on snacks</div></div><td><div><div></div><div>- Balance cash register and prepare report</div></div><div><div></div><div>- Verify and close out POS system</div></div><div><div></div><div>- Secure cash in designated area</div></div></td></td> | <div><div></div><div>- Open cash register and count float</div></div> <div><div></div><div>- Organize cash denominations</div></div> <div><div></div><div>- Check expiration dates on snacks</div></div> <td><div><div></div><div>- Balance cash register and prepare report</div></div><div><div></div><div>- Verify and close out POS system</div></div><div><div></div><div>- Secure cash in designated area</div></div></td> | <div><div></div><div>- Balance cash register and prepare report</div></div> <div><div></div><div>- Verify and close out POS system</div></div> <div><div></div><div>- Secure cash in designated area</div></div>     |               |  |  |               |  |  |
| Jan 4, 2023 | Mike Johnson  | Kitchen Staff | <div><div></div><div>- Check ingredient freshness</div></div> <div><div></div><div>- Organize food storage</div></div> <div><div></div><div></div></div> <td><div><div></div><div>- Check ingredient freshness</div></div><div><div></div><div>- Organize food storage</div></div><div><div></div><div>- Set up alcohol portions</div></div><td><div><div></div><div>- Clean kitchen equipment and surfaces</div></div><div><div></div><div>- Dispose of food waste responsibly</div></div><div><div></div><div>- Secure knives and turn off equipment</div></div></td></td>                                                                    | <div><div></div><div>- Check ingredient freshness</div></div> <div><div></div><div>- Organize food storage</div></div> <div><div></div><div>- Set up alcohol portions</div></div> <td><div><div></div><div>- Clean kitchen equipment and surfaces</div></div><div><div></div><div>- Dispose of food waste responsibly</div></div><div><div></div><div>- Secure knives and turn off equipment</div></div></td>                    | <div><div></div><div>- Clean kitchen equipment and surfaces</div></div> <div><div></div><div>- Dispose of food waste responsibly</div></div> <div><div></div><div>- Secure knives and turn off equipment</div></div> |               |  |  |               |  |  |
| Jan 5, 2023 | Emily Davis   | Waitstaff     | <div><div></div><div>- Set up dining area</div></div> <div><div></div><div>- Check cleanliness of tables and chairs</div></div> <div><div></div><div>- Review daily specials with the chef</div></div> <td><div><div></div><div>- Set up dining area</div></div><div><div></div><div>- Check cleanliness of tables and chairs</div></div><div><div></div><div>- Review daily specials with the chef</div></div><td><div><div></div><div>- Clear tables and reset for next guests</div></div><div><div></div><div>- Complete end-of-shift checklist</div></div><div><div></div><div>- Lock dining area and exit premises</div></div></td></td>   | <div><div></div><div>- Set up dining area</div></div> <div><div></div><div>- Check cleanliness of tables and chairs</div></div> <div><div></div><div>- Review daily specials with the chef</div></div> <td><div><div></div><div>- Clear tables and reset for next guests</div></div><div><div></div><div>- Complete end-of-shift checklist</div></div><div><div></div><div>- Lock dining area and exit premises</div></div></td> | <div><div></div><div>- Clear tables and reset for next guests</div></div> <div><div></div><div>- Complete end-of-shift checklist</div></div> <div><div></div><div>- Lock dining area and exit premises</div></div>   |               |  |  |               |  |  |
| Jan 6, 2023 | Chris Miller  | Shift Manager | <div><div></div><div>- Review staff schedule</div></div> <div><div></div><div>- Insure staff in proper uniform</div></div> <div><div></div><div>- Brief staff on daily specials and events</div></div> <td><div><div></div><div>- Review staff schedule</div></div><div><div></div><div>- Insure staff in proper uniform</div></div><div><div></div><div>- Brief staff on daily specials and events</div></div><td><div><div></div><div>- Conduct final walk-through</div></div><div><div></div><div>- Secure cash and lock up premises</div></div><div><div></div><div>- Test alarms and ensure security measures</div></div></td></td>        | <div><div></div><div>- Review staff schedule</div></div> <div><div></div><div>- Insure staff in proper uniform</div></div> <div><div></div><div>- Brief staff on daily specials and events</div></div> <td><div><div></div><div>- Conduct final walk-through</div></div><div><div></div><div>- Secure cash and lock up premises</div></div><div><div></div><div>- Test alarms and ensure security measures</div></div></td>      | <div><div></div><div>- Conduct final walk-through</div></div> <div><div></div><div>- Secure cash and lock up premises</div></div> <div><div></div><div>- Test alarms and ensure security measures</div></div>        |               |  |  |               |  |  |
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**ML Morrison**

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