Post Shift Assessment

Date: _____ Restaurant #: _____

E = Exceeds Standards M = Meets Standards D = Does Not Meet Standards

	Open	Mid	Mid	Close
Shift Manager Initials				
Payroll %				
People (communication)				
Product for next 24 hours				
DSPT for next shift filled out				
Front Counter / DT -- Clean & Stocked (to build to levels)				
Cookies/ Pies				
Shake Machine				
Ice stations Filled				
Coffee Area - (including cream)				
Condiment cambros				
Registers clean- (paper, coin)				
OJ, Cream, Frappe - back ups prepped				
Camera monitor - working, cleaned (no dust)				
Drink station - (Cups, Lids)				
Happy meals bags stocked up front				
Center island Clean and stocked (Bags, Sauces, Cups)				
Under counter areas - Cleaned and stocked				
Drive -thru / Counter fridges - Cleaned and stocked (check Dates)				
DT windows clean				
Handwashing supplies stocked				
Floors - clean and dry				
Grill Area				
Fry vats - filtered, cleaned, oil levels				
Grills - Cleaned, maintained				
Toasters - cleaned, wiped down through out the day				
Fridge / freezers - Temping correctly, cleaned, stocked				
Product pulled for next day - with use of stock lists				
Dress table				
Cheese and sauces tempered				
Floors				
Food Safety Complete				
Back Area				
Clean and sanitized towels available (all buckets)				
Equipment in working order (mops, buckets, etc)				
Backroom /Back Sink area				
Lobby				
Waste receptacle				
Lighting - checked for out bulbs, no dust on fixtures				
Seating/ tables / High-Chiars - cleaned, sanitized ready for guests				
Décor - cleaned, no dust / Music audible / Temperature				
Customers conveniences - available				
Floors - clean and dry				
Restrooms - Clean, sanitized stocked, ready for use				
Outside Area				
Litter on the lot (within 1 block)				
Sidewalks - cleaned, swept (no build up or drips)				
Windows / mullions - clean / Door Windows				
Signage - clean, matching current promotions / lights				
Waste receptacles - clean				
Lane and pad - cleaned and clear of litter				
Reminder boards - cleaned, current promotions / lights				
Comunication Area				

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