



## ANNAPOLIS BOWL DAILY DAYTIME SNACK BAR CHECKLIST, \_\_\_\_\_

- \_\_\_\_ **UNIFORM:** Put on your name tag and apron.
- \_\_\_\_ **SODA FOUNTAIN:** Fully rinse and reapply nozzles.  
Rinse drain tray with hot water.  
Unlock and fill with ice.
- \_\_\_\_ **FRYERS:** MONDAY: Boil Out fryers, and continue to clean old buildup around/under.  
FRIDAY: Change oil and continue to clean old buildup around/under.  
ALL OTHER DAYS: Filter fryers.
- \_\_\_\_ **COOKING:** Turn on two breakers. Turn on food warmer.  
Turn on pizza oven, fryers, and grill (two middle @ 350°F; right side @ 250°F).
- \_\_\_\_ **POPCORN:** Turn on Popcorn Warmer, empty bags, and make new as needed.
- \_\_\_\_ **SURFACE CHECK:** Check that all counter, cooking, and stainless steel surfaces are clean.
- \_\_\_\_ **PIZZA STATION:** Check that the space is clean and ALL items are fresh and correctly stocked.
- \_\_\_\_ **SANDWICH STATION:** Check that the space is clean and ALL items are fresh and correctly stocked.
- \_\_\_\_ **TWO WINDOWS:** Check that the space is clean and ALL items are fresh and correctly stocked, including straws, napkins, and all condiments.  
Wipe down all containers: Old Bay, pizza cheese, etc.
- \_\_\_\_ **BOWLS, UTENSILS:** Put all dishes away from Evening Shift.  
Collect and place all stainless steel bowls, grill lids, knives, pizza cutter, tongs, ladles, taco holders, towels, and other items needed for shift.
- \_\_\_\_ **BASKETS/DISPOSABLES:** Restock black baskets/trays, paper plates, cups, lids, etc. as needed.
- \_\_\_\_ **SINK:** Set up three-compartment sink—WASH, RINSE, SANITIZE (HOT water)
- \_\_\_\_ **ICED TEA:** Remove iced tea from refrigerator and place beside microwave. Check date.  
Iced tea can be safely stored for 3-5 days. If expired, make new and date.
- \_\_\_\_ **FREEZER ITEMS:** Check that all preportioned items in the front freezer and under the Pizza and Sandwich stations are fully stocked. Station are fully stocked.
- \_\_\_\_ **PREPORTIONING:** \_\_\_\_\_
- \_\_\_\_ **ADDITIONAL:** \_\_\_\_\_

### THROUGHOUT SHIFT:

- \_\_\_\_ Make sure the freezer door remains closed at all times.
- \_\_\_\_ Keep workspace clean, including counters, cutting boards, floor, two windows.
- \_\_\_\_ Wash all dishes, and collect any dirty baskets or pitchers out on the floor.
- \_\_\_\_ Restock as needed.

### END OF SHIFT:

- \_\_\_\_ Screen fryers and change paper towel if needed.
- \_\_\_\_ Clean grill.
- \_\_\_\_ Clean microwave interior and exterior.
- \_\_\_\_ Sweep.
- \_\_\_\_ Wipe all metal surfaces (including ice machine), first with Lysol cleaner and second with stainless steel cleaner.
- \_\_\_\_ Wash all dishes, baskets, pizza trays, and pitchers used on your shift, including all on the floor. Scrape all food from dishes before submerging in dishwater. Use HOT water with Dawn, rinse well, sanitize.
- \_\_\_\_ Empty and wipe out all sinks.



## ANNAPOLIS BOWL DAILY EVENING SNACK BAR CHECKLIST, \_\_\_\_\_

### BEGINNING OF SHIFT:

- \_\_\_\_ UNIFORM: Put on your name tag and apron.  
\_\_\_\_ INFO: Check with manager/dayshift attendants for any equipment or event issues.

### THROUGHOUT SHIFT:

- \_\_\_\_ Keep workspace clean, including counters, cutting boards, floor, and two customer windows.  
\_\_\_\_ Wash all dishes, and collect any dirty baskets or pitchers out on the concourse.  
\_\_\_\_ **FRONT REFRIGERATION ITEMS:** Check that all preportioned items in the front freezer and under the Sandwich & Pizza Stations remain fully stocked. This includes all sauces.

\_\_\_\_ PREPORTIONING: \_\_\_\_\_

\_\_\_\_ ADDITIONAL: \_\_\_\_\_

### END OF SHIFT:

- \_\_\_\_ PIZZA OVEN: Turn off, and clean on and around. TURN OFF BREAKER.  
\_\_\_\_ FRYERS: Turn off and skim. TURN OFF BREAKER.  
\_\_\_\_ GRILL AND HOOD: Turn off and clean grill with specialty grill cleaner and empty and WASH grill trap. Wipe out HOOD trap. Replace paper towel.  
\_\_\_\_ PIZZA STATION: Fully restock and clean. DUMP WATER TRAY AT BASE OF FRIDGE DOOR. CLOSE LID COMPLETELY.  
\_\_\_\_ SANDWICH STATION: Fully restock and clean. CLOSE LID COMPLETELY.  
\_\_\_\_ POPCORN MACHINE: Bag leftover popcorn and clean machine. Leave bagged popcorn in machine.  
\_\_\_\_ FRONT COUNTER: Fully restock and clean.  
\_\_\_\_ FOOD WARMER: Turn off and clean.  
\_\_\_\_ MICROWAVE: Clean inside and out.  
\_\_\_\_ METAL SURFACES: Wipe all metal surfaces (including ice machine), first with Lysol cleaner and second with stainless steel cleaner.  
\_\_\_\_ CUTTING BOARDS: Soak in bleach water, rinse, scrub with Dawn, and rinse BOTH sides well.  
\_\_\_\_ DIRTY DISHES: Wash all coffee pots, utensils, baskets, pizza trays, pitchers, and other items. Scrape all food from dishes before submerging in dishwater. Use HOT water with Dawn, rinse well, and sanitize.  
\_\_\_\_ SODA FOUNTAIN: Remove nozzles and place in sanitizer; clean grate and rinse drain tray with hot water; LOCK.  
\_\_\_\_ ICED TEA: Check date on iced tea and dump if expired. If not, return to the refrigerator.  
\_\_\_\_ SINKS: Empty and wipe out.  
\_\_\_\_ FLOOR: Sweep (including under counters) and mop front and back areas, with correct cleaning fluid.  
\_\_\_\_ REFRIGERATOR: Make sure freezer door is closed, and lock refrigerator.  
\_\_\_\_ TRASH: Empty ALL trash.