

# WORK CHECKLIST TEMPLATE

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



## WORK CHECKLIST

Company Name

Star and Stay Cafe

Address

543 1st Street, Oklahoma City

Email

info@starandstay.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 type="checkbox"/> - Check ingredient freshness	<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 checked="" type="checkbox"/> - Check ingredient freshness	<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"/> - Organize food storage <input type="checkbox"/>	<input checked="" type="checkbox"/> - Organize food storage <input checked="" type="checkbox"/> - Set up storage spaces	<input checked="" type="checkbox"/> - Clean station equipment and surfaces <input 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
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# Checklist Future Of Work

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