WORK CHECKLIST TEMPLATE

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

WORK CHECKLIST

Company Name	Address	Email
Click and Shop Cafe	1649 Hott Street, Oklahoma City	cafe@email.com

Date	Employee Name	Position	Opening Tasks	Opening Tasks	Closing Tasks
Jan 2, 2023	Jude Ritz	Barista	☑ - Set up coffee machines	☐ - Set up coffee machines	☑ - Clean and sanitize all coffee equipment
			☑ - Check inventory levels	☐ - Check inventory levels	☐ - Close cash register and count money
			☐	☐	☐
Jan 3, 2023	Jane Smith	Cashier	☐ - Open cash register and count float	☑ - Open cash register and count float	☐ - Balance cash register and prepare report
			☑ - Organize cash denominations	☐ - Organize cash denominations	☑ - Verify and close out POS system
			☐ - Check expiration dates on snacks	☐ - Check expiration dates on snacks	☐ - Secure cash in designated area
Jan 4, 2023	Mike Johnson	Kitchen Staff	☐ - Check ingredient freshness	☑ - Check ingredient freshness	☐ - Clean kitchen equipment and surfaces
			☑ - Organize food storage	☑ - Organize food storage	☑ - Dispose of food waste responsibly
			☐	☑ - Set up kitchen stations	☐ - Secure kitchen and turn off equipment
Jan 5, 2023	Emily Davis	Waitstaff	☐ - Set up dining area	☐ - Set up dining area	☐ - Clear tables and reset for next guests
			☐ - Check cleanliness of menus and utensils	☐ - Check cleanliness of menus and utensils	☑ - Complete end-of-shift checklist
			☐ - Review daily specials with the chef	☐ - Review daily specials with the chef	☐ - Lock dining area and exit premises
Jan 6, 2023	Chris Miller	Shift Manager	☐ - Review staff schedules	☐ - Review staff schedules	☐ - Conduct final walk-through
			☑ - Ensure staff is in proper uniform	☑ - Ensure staff is in proper uniform	☑ - Secure cash and lock up premises
			☐ - Brief staff on daily specials and events	☐ - Brief staff on daily specials and events	☐ - Set alarms and ensure security measures
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