

CHRONIC TACOS

MANAGER AFTERNOON PROCEDURE

Status:	Task:	Completed By:
	One hour prior to evening rush	
	Check side work duties for all positions Task Lists and delegate cleaning responsibilities. No one leaves their shift until their sidework duties are complete.	
	Sweep and mop floors in the kitchen and the front room.	
	Check the Weekly Cleaning List and delegate cleaning responsibilities to the crew.	
	Take out all trash in the store and change trash bags.	
	Check to make sure Hot/Cold Tables are cleaned and change out storage containers.	
	Check the temperature of all food items and complete the Critical Limits Log.	
	Check the Hot Table and warmers for proper holding settings.	
	Check the steamtable for water. Fill with HOT water if low.	
	Check ice dispensing machine and restock the drink station.	
	Clean sneeze guard and the door glass.	
	Clean and organize the walk-in and all reach-in refrigerators	
	Review Prep Chart and determine any food preparation needs for the evening.	
	Check Employee Schedule and know who is coming in at what time.	
	Check catering for the evening. Be prepared.	
	Count out register drawer and conduct changeover.	
	Verify the opening cash for the night shift.	
	Check stock levels of all items in the store before lunch.	
	Check all refrigeration for coldness to ensure proper functioning.	
	Check the FOH & BOH room temperature and adjust the thermostat if necessary.	
	Check Prep Chart to make sure BOH is keeping up with prep.	
	Prep and cut any food items that are needed for the night shift.	

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Status:	Task:	Completed By:
	One hour prior to evening rush	
	Check Frozen Food Items and be sure you have enough food pulled and thawing from the freezer.	
	Delegate and help finish all dishes in the back and place in the proper storage area.	
	Check the next day's catering orders and add to prep and cooking schedule to be done in the evening.	
	Be sure ALL food items on the menu are prepared and ready to go by the dinner rush.	
	Remember! You are setting up the night shift for success! Leave the restaurant in the same condition you want to receive it when you arrive in the morning!	