

# Thoughtful Foods Open/Close Checklist

M	T	W	Th	S	Week beginning:	
					Put Veggies Orders in tin and close the door	O P E N I N G
					Turn on Power and Lights	
					Check Answering Machine	
					Open the till	
					Wash Hands 1	
					Put out fresh scoops	
					Uncover Peanut Shoot	
					Read Diary	
					Setup Computer	
					Unlock door	
					Unpack shop (signs, trolley, clothes rack)	
					Take signs to locations	
					Write to do list for the day	
					Wash hands 2	
				S		B E F O R E
					Wash up all but a few scoops & tongs	
					Close barrels and container lids	
					Make sure liquid taps are closed	
					Wipe surfaces (counter, scales, under scales & till)	
					Sweep floor	C L O S E
					Mop floor	

				Wipe tables and bring inside	E
				Cover soaps with cloth	
				Cover printer and first aid kit with tarp	
				Take out Bread Crates	
				Cover peanut butter chute w/ plastic & rubber band	
				Bring trolleys, signs, clothes rack inside	
				Wash up last scoops, tongs and teapots	
				Make sure sink is clean	
				Hang wet tea-towels out to dry, put away old ones	
				Take out bins (paper recycling & garbage)	
				Close and Lock the Door	C L O S E D  S H O P
				Turn off computer, unplug power cord, put away	
				Close till and fill in finances – including GST + membership numbers	
				Put money in safe and close safe	
				Place veg order envelopes in safe	
				Compile bread order	
				Write hours in back of diary	
				Lock filing cabinet, put keys away, close veg box	
				Make sure no food is left out, esp. veg	
				Check fridge and freezer are closed	
				Turn off power-points, fan, light	

Initial here