



Your Restaurant – Daily Cleaning Schedule

BACK LINE		INT	AM	PM
Cereals & Shelf	Arranged and neat. Shelving wiped down.			
	Bread baskets neatly put away.			
Milk Machine	Wiped down. Cleaned thoroughly weekly with green pad.			
Juice Machine	Wiped clean of any syrup.			
Server Fridge	Organized and clean for next shift. Stocked as needed.			
Linen Shelf	Stocked and arranged in orderly fashion.			
	Porter station stocked.			
Juice Glasses	Stocked and neatly arranged.			
Jams and Coffee	Arranged in orderly fashion and stocked when empty.			
Linen Bag	Empty as needed.			
Floors	Free of debris. Kitchen will mop.			
All condiments...mustard, ketchup etc...put away in their designated areas				
FRONT BAR				
Cappuccino Mach	Clean of any coffee grounds or dried milk.			
Glass Stand	Stocked. Juice glasses to be returned to back line.			
Liquor Cabinet	Glass wiped down as well as shelving.			
	Bottles wiped down before going on shelves.			
Glass Washer	Disassemble and wipe down.			
	Check to see if detergent levels are full.			
Pop Fountain/Ice Bin	Wiped clean of any debris. Sink cleaned			
Lounge	Coffee tables and chairs clean of debris, fingerprints, etc.			
Coffee Machine	Free of coffee grounds and cleaned daily.			
	Include under coffee tray. Spigot removed and cleaned			
<<<All counter tops free of glassware, wiped down and garbage changed.>>>				
Window Ledges & Windows	Cleaned as needed. Include glass doors.			