

### Breakfast Attendant Checklist:

**Name:**

**Date:**

Section	Task	Initials
<b>Starting Shift Tasks</b>	<input type="checkbox"/> Sign out Keys	
<b>Breakfast Setup &amp; Operation</b>	<input type="checkbox"/> Put out all food and display items <input type="checkbox"/> Be sure there is fresh coffee made <input type="checkbox"/> Turn TV on to CNN Head line News <input type="checkbox"/> Display Newspapers <input type="checkbox"/> Turn Lights On <input type="checkbox"/> Un-Lock Doors <input type="checkbox"/> Greet Guests and assist with any requests <input type="checkbox"/> Walk around room with coffee carafe and refill <input type="checkbox"/> Remove trash and wipe down tables and chairs after guest leave <input type="checkbox"/> Remove trash if overflowing	
<b>Breakfast Cleanup</b>	<input type="checkbox"/> Put all food away <input type="checkbox"/> Throw old food away and unthaw any items you will need for tomorrow <input type="checkbox"/> Re-stock all non-food items on breakfast bar <input type="checkbox"/> Remove coffee, juice and, milk from machines <input type="checkbox"/> Remove and clean all coffee machine pieces including: trays and interior parts <input type="checkbox"/> Move all items and wipe down breakfast bar <input type="checkbox"/> Wipe inside, on top, and sides of all machines: juice, coffee, milk, microwave, toaster, waffle iron <input type="checkbox"/> Wipe down legs and base of tables <input type="checkbox"/> Wipe down chairs include legs and rungs <input type="checkbox"/> Take trash out <input type="checkbox"/> Wipe down the inside and outside of trash cans <input type="checkbox"/> Sweep and mop floor <input type="checkbox"/> Move all furniture and vacuum carpet <input type="checkbox"/> Throw away all papers except papers dated today <input type="checkbox"/> Clean all dirty Dishes <input type="checkbox"/> Wipe down counter tops in prep room <input type="checkbox"/> Sweep and mop the prep room floor <input type="checkbox"/> Re-stock fridge and freezer in prep room with items for tomorrow <input type="checkbox"/> Label all food with day dots (dated when it is good until or when it was opened) <input type="checkbox"/> Take trash out to dumpster <input type="checkbox"/> Make sure the TV and lights are turned off <input type="checkbox"/> Lock breakfast room doors <input type="checkbox"/> Turn checklist into supervisor.	