

# TOPPERS OPENING CHECKLIST

	Check schedule – staff for day, marketing, training
	Complete store walk through and correct all issues
	Replace any burnt out light bulbs
	Pick up all garbage in front of the store including cigarettes
	Turn on POS stations & printers
	Check for timed orders
	Bring out pizza sauce & fill flour bowl
	Check dough for proper proofing and troubleshoot if there are any issues
	Pull the dough out that you will need for the lunch rush (ideal temp 45° – 60°)
	Turn on music (meets brand standards)
	Slap table – flour/bowl, spoodles, dough scraper, docker
	Makeline – stock sauces, gloves or tongs, chips seasoning, parchment etc.
	Cut table – double check the cut table is set up
	Cut table shelf – stock sauce cups, wing boxes, pads, savers, foil
	Fill sanitizer buckets
	Count tills and petty cash to verify accuracy
	Check needs – bank bags and change
	Pull driver banks and lock in driver drop box
	Check bathroom – clean, stocked and smells good
	Check front counter – clean & presentable
	Turn on coke cooler light (if present)
	Turn on tvs (meets brand standards)
	Spot clean windows & walls as needed
	Put dried dishes away
	Post dough numbers from labor and service program
	Fill out prep list from labor from labor and service program
	Read and respond to work emails
	Prepare marketing materials as needed
	Double check stamp out & ready to use
	Set up all curbside signage (A-Frame)
	Check the lobby sanitizer and fill or replace if needed
	Turn on ovens & hood
	Check oven time /temp (6 min always, temp varied)
	Turn on hot rack
	Turn on open sign

# TOPPERS DMR

Date: \_\_\_\_\_

Closer from Previous Day		Lunch	Dinner	Late/Bar
Stats	Estimated Sales			
	<i>*Or Daily Sheet from Schedule</i>			
Training/ Coaching	Scheduled training and ongoing coaching			
	<i>*Write in names and training/coaching topics based on schedule</i>			
Pre-Rush		Lunch	Dinner	Late/Bar
		<b>**Initial Each Box When Complete</b>		
Health Check	Complete Team Member Wellness Check			
PRP – In Order Of Importance	Stock Makeline			
	<ul style="list-style-type: none"> <li>• Rail</li> <li>• Bags of cheese/sausage</li> <li>• Backups underneath</li> </ul> Pull out dough for rush <i>*Daily Sheet from Schedule Program</i>			
	Stock Cut Table			
	Rack skins <ul style="list-style-type: none"> <li>• Pizzas and 'Stix</li> <li>• Other items</li> </ul> <i>*Follow racking rules (30 min)</i>			
Temp	Temp check all refrigeration			
	<i>Note any temps over 41° to be addressed</i>			
Post-Shift		Lunch	Dinner	Late/Bar
Stats	Check Daily Summary			
	Sales, Load, OTD, Labor %			
	Cheese check +/- lbs.			
		<b>**Initial Each Box When Complete</b>		
Guest Areas	Lobby			
	Sanitize Tables & Chairs Check/Clean Trash, Floors, Counter, and Glass Check/Fill Hand Sanitizer			
	Restroom			
	Stock, Check Cleanliness, & Trash			
Kitchen Cleanliness	Sanitization Checklist	<input type="checkbox"/> 1pm <input type="checkbox"/> 4pm	<input type="checkbox"/> 7pm <input type="checkbox"/> 10pm	<input type="checkbox"/> 1am <input type="checkbox"/> close
	Sweep Floors			
	Sanitize Food Surfaces			
	<i>Cut table, slap table, makeline</i>			
Change Trash Bags				
Notes to Next Shift	Notes			
	Timed Orders Food/Bev Orders Strengths/Opportunities Other Communication			
Manager Signature				

\*Closer Fill Out Next Day's DMR

# TOPPERS CLOSING CHECKLIST

4 Hours Prior to Close		1 Hour Before Close	
	Fold and stock boxes		Empty garbage cans in lobby and bathroom and replace garbage bags
	Take all hot bags off the shelf and wipe shelf down		Wipe down garbage cans
	Clean all caddies and hot bags		Sweep the lobby
	Count down 1 of the 2 tills to \$100 and put in cash drawer to not be used unless needed		Sweep the kitchen area thoroughly
	Flip/Clean/Stock/Drain Makeline. (The makeline should look the same as when the store opened)		Wipe down baseboards and wall under slap table
	Wipe down coke cooler inside, outside, vents, clean the glass	<b>Close</b>	
	Restock Coke coolers		Turn off open sign
	Clean Hot Rack		Bring in Curbside A-Frame if applicable
<b>3 Hours Before Close</b>			Lock all doors
	Start inventory - Count everything that is still in the box and won't be used tonight		Turn off the oven and exhaust fan
	Clean all hand sinks		Sweep, mop, and deck scrub the kitchen and prep area floors. (under all equipment)
	Clean hand soap dispensers and towel dispensers		Wash all utensils, dough trays, and any other food prep items
	Sweep and mop walk-in cooler		Wipe down the cut table
	Clean walk-in door		Make sure all dough is downstacked
	Wipe down computer screens and keyboards		Close the makeline lids & leave rail on
	Wipe down all printers		Stock utensils on the makeline & cut table for the opening team
	Wipe down all phones		Complete inventory & analyze it
<b>2 Hours Before Close</b>			Complete nightly paperwork
	Wipe down tables, chairs and railings in lobby		Wipe and sanitize all surfaces
	Wipe window ledges and clean glass on front door		
	Wipe down screen rack/bump bar shelf		
	Wipe down cut table shelving		
	Wipe down cut table legs and lower shelf		
	Clean slap table except for a small area		
	Wipe top, sides, front, legs, and windows of ovens		
	Scrape and wash catch pans		
	Clean front counter		