



Closing Procedure

1. Coffee Machine –

- » Empty the Regular Coffee into the clean Iced Coffee container until full
- » Dump out the container of the old Iced Coffee in the fridge
- » Dump the remaining Regular coffee and Decaf pots into the sink
- » Make sure that the coffee grounds and filters have been emptied
- » Turn the machine on for a 1 ½ gallon cycle to run hot water through the coffee pots
- » Empty the coffee pots again and then turn off the Dual Coffee Machine. (*A deeper clean will need to be done every other week.*)

2. Espresso Machine –

- » Begin the “Clean Cycle” on the espresso machine
- » Press the clean button
- » Empty the grounds bin
- » Clean the grounds bin
- » Insert a cleaning tablet (*Slot for tablet is on top of the machine, between the two bean hoppers*)
- » Press the clean button again
- » Turn off the machine when the cleaning cycle is completed
- » Remove the outer portion of the steam wand and clean both pieces

3. Iced Tea –

- » Pour out the Iced Tea
- » Clean the 3 gallon container and the filter
- » Turn off the machine.

4. Self Serve Station –

- » Bring the creamer carafe(s) in and clean them
- » Once they have been cleaned, put them back into the bottom of the fridge
- » Make sure the station is restocked and wiped down

5. Register –

- » Press transactions
- » Press close shift
- » Count the money in the drawer
- » Enter the closing amount
- » Put the original till amount back in the safe, in the blue bag.
- » Print the Z Report after closing the shift
- » Deposit the earnings

6. Deposit -

- » Place the receipts, Z Report, and the money into the money drop bag
- » Fill out the amount, date, and write your name on the bag
- » Seal the bag and lock the money bags in the safe

7. Cleaning –

- » Clean and sanitize:
 - Counters
 - Self-serve station

8. Sink –

- » Rinse the sinks and wipe them down.

9. Laundry –

- » Place all dirty towels and aprons under the counter in the bin by the ice machine

10. Lights –

- » Turn off the lights

11. Pastries and Food -

- » All pastries, bars, oatmeal, etc. must be put on the cart and locked in the cold room. This includes the pastry case.

