



SUNRISE SMOOTHIE BAR

Daily Opening & Closing Checklists

■ OPENING SHIFT CHECKLIST

- 1 Unlock doors & disarm security system
- 2 Turn on lights, signage & open sign
- 3 Check & adjust thermostat
- 4 Wash hands & put on clean apron
- 5 Inspect & prep fresh fruits & vegetables
- 6 Check inventory levels & restock supplies
- 7 Prep blender stations & sanitize equipment
- 8 Brew coffee & prepare base ingredients
- 9 Power on POS system & open register
- 10 Set out menu boards & promo displays
- 11 Final walkthrough — open for business!

■ CLOSING SHIFT CHECKLIST

- 1 Lock front door & flip to "Closed"
- 2 Clean & sanitize all blenders & tools
- 3 Wipe down counters, tables & chairs
- 4 Store all perishable items properly
- 5 Restock cups, lids, straws & napkins
- 6 Empty & sanitize trash & recycling bins
- 7 Sweep & mop all floor areas
- 8 Run end-of-day report & close register
- 9 Turn off all equipment & signage
- 10 Complete closing notes & log issues
- 11 Arm security system & lock up