

Daily RUSH Assigned Tasks

Tags are written next to the team member assigned on a given day. Managers are to verify tasks are completed prior to checking out each driver. TM can be assigned up to three tasks depending on time required to complete.

TAG	TASK
A	Empty out bottom of makeline
B	Clean inside of makeline include corners and ledges
C	Sweep the walkin
D	Sweep the production area
E	Sweep the back of store
F	Sweep the lobby and office (if applicable)
G	Blow / Sweep the outside porch / sidewalk. Pickup trash
H	Clean and Sanitize Driver station and Front Counter
I	Clean / Restock ALL Bathroom toilets and sinks. Sweep bathroom floor
J	Rush Dishes
K	Late Dishes
L	Stage and Sticker 100 small and medium boxes
M	Stage and Sticker 100 bp and large boxes
N	Stage and stock sauce cups
O	Clean and organize underneath front counter
P	Clean all touch screens / store devices (Blue cleaner)
Q	Stock 2L and 20 oz Coolers
R	Sweep / Mop behind makeline
S	Wipe out reach in coolers
T	Clean 5 assigned hot bags inside and out
U	Break down and take out empty boxes
V	Clean oven catch trays
X	Put away and organize disks
Y	Wipe down trash cans
Z	Flatten and Organize Hot bags after rush
#	Wipe down outside of oven (Purple cleaner)
\$	Clean up trash and debris behind the store
%	Clean exterior windows and ledges (Blue cleaner)
!	Away from the store. Shake out, roll up put away ALL floor rugs/mats
*	Prep Cheese into clean dough trays
^	Organize / Sanitize drink tray location. Toss food / drinks left after the rush.
/	Clean and Restock all hand washing stations / 3 compartment sink
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