INSTRUCTIONS FOR USE:

1. Review, populate, and edit the necessary fields below using your kitchen's station breakdown information
2. Evaluate each station in your service kitchen's operations and fill in the checklist accordingly
3. Remove the highlighted portion
4. Print hard copies to share with employees, or share a "Viewer" copy via Google Docs

[COMPANY LOGO]

Date:_____

Station Closing Checklist	
Task	**Initials**
Close out of the KDS app, turn the tablet off, and wipe down well	
Write down any items that are running low on the "Low Inventory Item" sheet, and place the sheet on the kitchen office desk	
Check each item's prep date and discard if the item is passed the "Use By" date	
If an item in the cooling unit is low, top off the pan using the back-up ingredients with the back-up inventory labeled with the same preparation date	
Wipe down each cooler pan and place lids onto each pan.	
Label each item (cooler and dry storage) with its original prep date/item name	
Place all cooling unit item pans on a bus cart and clean the entire cooling unit (inside/outside) using the "Food Contact Surface Cleaning Procedure"	

Return the pan dividers + pans to their proper location	
Gather all of the station's serving utensils, pan lids, and pan dividers into a plastic container and take the container to the dishwasher to be cleaned	
Wipe down the outside of the salt pans + pepper mills and wrap the salt pan with plastic wrap	
Turn off and clean the stove range/stove range oven	
Turn off, filter the oil, and clean the outside of the deep fryer	
Turn off and clean the flat top grill according to the flat top grill clean-up procedure	
Fill up each squeeze bottle of sauce and with back up sauce with the same prep date (Wipe bottles)	
+	
Station Approved By Supervisor	**Supervisor Initials:**

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