Date:_____

Supervisor Closing Checklist	
Task	**Initials**
Replenish all items on the expeditor station (Note any low inventory items on the "Low Inventory Item Sheet")	
Check the surrounding coolers and note any items that the kitchen is low on on the "Low Inventory Item" sheet.	
Place the "Low Inventory Item" sheet on the kitchen office desk when complete	
Close out of the KDS app on the expeditor station, and switch the tablet off	
Wipe down and sanitize the tablet using a damp kitchen towel	
Use a damp towel to thoroughly wipe down/sanitize the expeditor workstation area (Table/Cooler)	
Help the hot line station cook with their closing tasks	
Sign into inventory management software system on the kitchen office computer, and complete the standard inventory review/ordering process	
Review the station closing checklists, and sign off once approved	
Prep lists filled out for tomorrow's shift	
Double check to ensure all equipment is properly turned off	
Turn off all of the lights in the establishment	
Lock every door in the establishment	
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