

End of Day

Main Centre & Coffee Bar

Task	Completed by
<u>Coffee Machine & Urn</u>	
Empty slush bucket	
Clean the coffee machine- components and facing	
Clean milk frother – put milk away	
Clean all surfaces – remove all products to do so	
Wipe down Urn and switch off	
Wipe down syrups	
Re stock tea, coffee, sugar, spoons etc	
Leave milk jug and milk cloth to soak in milton	
<u>Coffee Bar</u>	
Clean all surfaces removing product to so	
Replen all stock including jungle box fridge	
Empty all bins and clean bin lids	
Leave till point clear clutter free	
Clean glass display fridge with glass cleaner	
Wipe down slushy machine and empty drip trays	
<u>Main Centre</u>	
Collect all balls including on the equipment	
Clean every table with anti bac	
Ensure every table has a menu on it	
Stack chairs	
Empty all bins and wipe down lids	
Wipe down sofa area	
Clean all high chairs	
Wipe down all baby toys and return to area	
Wipe down larger toys and return to mats	
Hoover throughout including toy mats	
Mop throughout	