

End of day task list

Store

Sweep, empty bins, new bags, bail card, bread trays to delivery door (M/W/F), forklift keys, pallet truck, lock back & front door, close shutter to extension, lock gates, store lights

Deli

Close shutters, bins, apple compost and deli compost emptied, close window

Toilets

Clean loos, sinks, handles, walls around toilets & sinks, mirrors, nappy unit, new towels & rolls, mop

Till area

Remove stock & mugs, sweep under, wipe down, bins, empty fluffcatcher, conveyers off

Veg

Put away/cover all veg, Office 2 (empty bins, switch off computer), blinds up

Upstairs

Toilets: Empty bins, new towels, clean toilet, wipe sinks, sweep

Staff room: Wipe table, tidy, Hoover under table & seating area, close shutter

Offices: Computers off, laptops hidden, empty bins, tidy away stationary, phones in bases

Kitchen

Take trolley, round up mugs from upstairs & downstairs, clean, wash up, bins emptied, sweep & mop, clean towels, urn off, clean bread box, chiller plate in pasty-delivery trolley

Floorwalker

Tape both sets of doors and shutter at front of shop

Lock most external doors and shutters, close all windows, trolleys & stands locked

Pull down blinds, awnings up, most lights off, heaters off

Report in diary, collect personal alarms, check mobile phone is taken

Packing room

Close, cleaning sheet checked, sealer, empty yellow machine & put on charge, stats in Office 3: Switch off computers, empty bins, tidy

Shop floor

Write off bread, switch off cosmetics light and jars light, record chiller temps, clean kids area, sweep, spot mop (till area, veg, entrance)

All/ EOD team

All lights & heaters off and windows shut (go and double check), chillers closed, board across store and taped, lock remaining door and shutter, set alarms.

Time allowing/Sundays

Hoover upstairs, stairs and landing, office 2 & 3, under shop drawers; Empty fridge & recycling