Grand Oaks Daily Chore List - Must be completed, signed, & turned in daily.

Opening Procedures
- ❑ _____Turn off Alarm, Clock In & check all thermostats *(change if not appropriate)*
- ❑ _____Unlock all doors – **Report to management if a FB post is needed (weather, course conditions)**
- ❑ _____Turn on lights, TV's *(sports only)*, and radio *(put on appropriate channel)*.
- ❑ _____**Wipe down outside patio tables and sweep – Turn on TV's if needed.**
- ❑ _____Count Bank and make sure it is at $700 (PS) and $400 (Bar). *Record any difference in bank on a slip of paper and place it in the report folder. Keep all receipts separate.*
- ❑ _____If bank consists of all high bills let the office know you need change.
- ❑ _____Look up daily sporting events. and make sure all televisions are on a different sport. Keep up with this throughout the day.
- ❑ _____Clean out sinks with sanitizer and bleach.
- ❑ _____Fill ice bin and make coffee.
- ❑ _____Check Ordering Guide and place orders for that day *(date & initial after placing)*
- ❑ _____Check on condition of course and get all updates needed that customers should be aware of.
- ❑ _____Make sure sandwiches & hot dogs are available *(communicate-make them-let someone know)*
- ❑ _____Sanitize and wipe down all countertops and tables
- ❑ _____Vacuum floor and dust
- ❑ _____Prepare bar for customers **(make a list – ex. Fill cups, stock low bottle beer/can beer/ soft drinks, red/white wine, candy/chips, juices/mixes, cut fruit, fill napkins/lids/straws.)**
- ❑ _____Prepare for upcoming events *(Wine tastings, beer pong, tournaments)*

Daily Chores
- ❑ _____Greet & approach all entering guests *(customers, members, employees, even dogs!)*
- ❑ _____Wipe down front and tops of trash cans **(inside of the building and outside of the building)**
- ❑ _____Clean and fill coffee supplies and sugar holders.
- ❑ _____Fill up beer bin with beer and ice on counter. Also organize coolers behind bar.
- ❑ _____Update next weeks ordering guide with low items or things we need to order.
- ❑ _____Promote events, push specials, make conversation with guests.
- ❑ _____Stock ketchup, mustard, relish, & all other condiments
- ❑ _____Clean all under all liquor bottles & above cooler (wipe down and sanitize underneath).
- ❑ _____Clean out beer back storage room. (*organize & throw away trash*)
- ❑ _____Take out trash *(middle of the day when not busy. Trash should never be more than half- full)*
- ❑ _____Clean glass on all machines & televisions with Windex.
- ❑ _____Ask a co-worker if they need help with any chores.

Closing Procedures
- ❑ _____Clean ashtrays and any dirty dishes
- ❑ _____Dispose of trash, newspaper, and all opened beverages & check outside trash as well.
- ❑ _____Dispose of coffee (make sure burners are off) and clean pots. Do not leave in back sink for someone else to clean.
- ❑ _____Wipe down tables, bar, & counters. Check on condition of bathrooms.
- ❑ _____Turn off televisions and radio
- ❑ _____Restock beer/non-alcoholic beverages/candy/chips and break down boxes
- ❑ _____Count Money & make a deposit bar cash/checks minus $700 or $400 cash that should carry over for the next day. *Deposit large bills first and place the white and pink copy in an envelope with the deposit amount. Make sure all money is facing the same way and in order.*
- ❑ _____Close day on Light Speed for first the PS then the Bar. *The close day amount should be the SAME as the amount being deposited. NO TABS SHOULD BE LEFT OPEN OVERNIGHT!*
- ❑ _____Place bank deposit and all other cash in bank back bag and lock it up (*place key in Bar Register, close it)*.
- ❑ _____Put all paperwork in report envelope (*including this report*) and place it in the accounting office
- ❑ _____ Place deposits in Clear Bank Deposit Bags or drop them into the safe if not taking that night.
- ❑ _____Turn off inside lights, left outside switch by front door and LED lights on liquor holder.
- ❑ _____Wipe out bar sink, drain water in the sinks, put fruit in cooler
- ❑ _____Put away hot dogs in a zip lock bag into the back fridge and wipe down hot dog machine with a wet rag or paper towel.
- ❑ _____Clock out (log out of lightspeed) and set alarm-*(exit door and make certain it closes all the way behind you)*