

## **Pre Close Procedure**

- Break down and clean Chocolate barrel of custard machine
- Wipe down tables and chairs including kids table
- Refill Ice in fountain drink machine
- Spot sweep floor throughout store – pay attention to under tables and machines
- Sweep and mop back room and western portion of staff area.
- Empty outside, bathroom and customer trash
- Start washing up

## **Close Procedure**

- Turn off “open” sign and lock door
- Mop customer area, bathroom and rest of store
- Run mix left in custard hopper into the custard bucket and remove to cooler
- Rinse, disassemble and clean vanilla barrel of custard machine
- Turn off the custard dipping cabinet & wipe down (Including the back and dip wells)
- Remove ladles from condiments and place flat lids on
- Empty trash cans throughout store
- Turn down fudge and cone dip warmers
- Wash up all dirty utensils/containers/scoops etc
- Wipe down sinks after use
- Place dirty towels in the washing machine and turn on
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