

FROM ___/___ TO ___/___

	MON	TUE	WED	THU	FRI	SAT	SUN
OPENING DUTIES - FRONT							
Sweeping terrace and pavements							
Clean the sink in the hallway and put the crockery away							
Turn on the lights, clock in and review daily report							
Confirm if the bathrooms are clean - clean if needed							
Confirm if the toilet paper and paper towels restocked							
Put the stools down							
Check if the floor and surfaces are clean - clean if needed							
Check if the boards are clean - clean if needed							
Put new chalk on the lanes if needed							
Repaint the targets							
Fulfilling the target security check							
Flags and board outside							
CLOSING DUTIES - FRONT							
Clean the tables and bar stools							
Clean the boards							
Collect all axes from the lanes							
Put the bar stools up							
Clean the toilets (toilets, walls, sink, empty the bins, mirror..)							
Put the flags and black board inside							
Sweep floor and lanes + wipe clean							
TEAM LEADER INITIALS/SIGNATURE							

FROM ____/____ **TO** ____/____

DAILY DUTIES	MON	TUE	WED	THU	FRI	SAT	SUN
Clean the toilets (toilets, walls, sink, empty the bins, mirror..)							
Take glass out							
Empty the ashtray outside							
Clean the glass bin & change the bin bag							
Take out the paper							
Take out the yellow/blue bin							
Take out the glass bin / pink trash							
TEAM LEADER INITIALS/SIGNATURE							

WEEKLY DUTIES	OK
Clean the drink fridge windows	
Cut the paper boxes in the drink stock room	
Clean & order under the desk	
Clean corridor floor + disposal area	
Clean leaves, branches and trunks	
Cleaning dust from wood, between fences	
Clean showcase desk	
Cleaning sausage jars	
Cleaning merchandising shelves	
Clean drinks display	
TEAM LEADER INITIALS/SIGNATURE	

MONTHLY DUTIES

DUTIES	OK
Clean the terrace	
Chopping wood	
Clean fridges	
Workshop cleaning	
Clean leaves, branches and trunks	
Maintenance cocomat & robbertiles	
Making dehydrated fruit for the bar	
Cleaning shelves and cupboards in the bar	
Clean shelves and cupboards in the bar	
Clean games cupboard in bar	
Clean bar window surrounds and borders	
TEAM LEADER INITIALS/SIGNATURE	

BAR DUTIES

OPENING DUTIES - BAR		OK
All drinks and snacks restocked		
Straws and napkins restocked		
Confirm there's enough ice		
Play the music		
Connect to Odoo		
CLOSING DUTIES - BAR		
Refill all drinks and snacks		
Washing and tidying dishes		
Clean the bar top and desk		
Empty the bin		
Take out the bottles from the crates, don't leave any for the next day		
Make ice cubes for the next day		
Sweep and clean the floor with water		
Report missing equipment or products		
TEAM LEADER INITIALS/SIGNATURE		



FROM ____/____ TO ____/____

DAILY REPORT

Mention any incidents that might have happened

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

