

Confectionary Opening

Week: _____
 Site: _____

India

Area	S. No.	Activity	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Supervision	1	Read Log Book							
	2	Sales Tech Breifing by Supervisor							
	3	All Cinepolite Properly Groomed and Uniformed							
	4	All Lightings/LCD and Signages switched On							
Inventory	5	Prepare Requisition of Stock							
	6	Count Issued Stock and material							
	7	Inventory Done in the system							
	8	Hand Gloves & Hair nets available							
	9	Cleaning and Sanitization Material Available							
HK	10	Floor cleaned and tidy							
	11	Dustbins placed under each POS with Liner							
IT	12	All POS, EDC Machine and Printer working properly							
	13	Enough EDC Rolls and Printer Roll Available							
	14	All drawers cleaned							
	15	Enough Change Available with POS Holder to start the shift							
	16	Fake Note Dectecting machine Working							
Popcorn Machine	17	All Kettles clean and assembled							
	18	All Kettles glasses and Other parts clean and assembled							
	19	Popcorn Left over from previous day is mixed with the fresh lot							
	20	Sample mixed lot, check flavour and crunchiness of the popcorn (All Flavours)							
	21	Check Availability of Corn Portioning, Measuring Jars, Seasoning Pans and Spoons							
Coke Machine	22	Nozzle attached to canesters							
	23	Check Super Chiller area Clean and Stacked							
	24	Attach nozzles to cobra tower							
	25	Tasting the Coke/Fanta/Sprite and Limca, According to Standard							
	26	Par Stock Level of Canesters Maintained							
	27	Check Ice Bins cleaned and Filled with Ice							
	28	Ice Scooper Clean and Available							
Bun Warmer and Griller	29	Check Cleaning of Griller and Bun warmers							
	30	Fill 210 ML water in Bun Warmers							
	31	Switch on the warmers and Maintain the Temp.							
	32	Prepare Bun and Frankfurter, along with any leftover from previous day							
	33	Check Avail. Of Veg and Non Veg Frankfurter Kept inside Refrigerator							
Nachos	34	Nachos warmers cleaned and Switched On							
	35	Nachos Warmers Product Available							
	36	Check 3 portions at Random, if it weighs 90 grams excluding the weight of the tray							
	37	Check availability Of Cheesy Dip dispenser							
Guest Consumables	38	Stack all the Disposables: Soda glasses, Nachos Trays, Hot Dog Trays, Tubs							
	39	Tubs Seperaters available							
	40	Check Lids/Straws and Tissues avail.							
	41	Serving/Caddy Trays Available							
	42	Veg and Non Veg Stickers Available							
Display	43	The FDU is clean and display is as per guidelines							
	44	All Refrigerators cleaned and product displayed							
Condiment Station	45	Check Cleaning of Condiment Station and Fill the Station with Ice							
	46	Check All Veg and Sauces filled upto appropriate level in condiment station							
	47	Small Sauce Cups Available							
Supervision	48	All Signages Placed (Ex Next Counter, Tech Sales etc)							
	49	Report any Machinery and Equipments not working Properly							
	50	Sufficient Caddy Tray Available							
HK	51	Floor cleaned and tidy							