

Food Enabling

Automatic Coffee machine	<ul style="list-style-type: none"> Clean (filters, grids and surfaces), in good operational conditions and maintenance.
Crepe makers- VIP	<ul style="list-style-type: none"> Clean, at a temperature of 200 ° C to 250 ° C cure and to operate, in good operating condition and maintenance.
Blenders	<ul style="list-style-type: none"> Clean, in good operational conditions and maintenance.
Sandwich cold table	<ul style="list-style-type: none"> It must be clean, free form food that does not belong to the area. Supplies must be arranged according to the institutional model. In good operational conditions and maintenance.
Salamander	<ul style="list-style-type: none"> It must be clean with a 260°C temperature, 1 minute time, in good operational conditions and maintenance.
Soda towers	<ul style="list-style-type: none"> Clean, in good conditions, free from stains and dust, calibrated, with sanitized nozzles (daily), free from any waste. The ice scoop should always be put inside sanitized water.
Beverages refrigerator	<ul style="list-style-type: none"> Clean, in good conditions, operating according to the define order. Supplies must be on sight, lights on without objects that does not belong to the area.
Utensils and accesories in general	<ul style="list-style-type: none"> Clean, sanitized and in place: knives, measuring cups, cups, buckets, rakes, brushes, spatulas.
Plasmas, menus and displays	<ul style="list-style-type: none"> Clean, without stains or dust. Operating and updated. Showcases must be according to the defined order. Updated with relevent product & promotions.
Furniture, Floor, ceaign and Hoods	<ul style="list-style-type: none"> Bar and counter clean, floor, roofs and extraction hoods (kitchen) in good conditions, free of dust, stains and residues.
POS	<ul style="list-style-type: none"> POS, printer, drawer, keyboard, clean and in good conditions. Free of dust, waste and stains. With extra thermal printer roll on stock.
Condiments dispenser	<ul style="list-style-type: none"> Clean, in order, free of dust or stains, according to the defined order. Supplies must be recently enabled with ice in contact with inserts.
Ideal stock	<ul style="list-style-type: none"> An ideal stock must be defined based on footfall & sales pattern (defined by warehouse, day, season) and must have the manager's signature.
Perishable products	<ul style="list-style-type: none"> Supplies in good conditions within its freshness period: Dressings, Syrups, Bakery Items, Milk and Milk Products, Vegetables, Non-Veg Products
Complete sales kit	<ul style="list-style-type: none"> Pen, calculator, counterfeit detector or marker etc.
Cleaning kit	<ul style="list-style-type: none"> Green cloth for cleaning, Separate cloth to sanitize. Multi-uses liquid, sanitizer, broom, dustpan, mop, clean arranged neatly in an exclusive area (at least 2 item per type).
Cinepolite	<ul style="list-style-type: none"> Ready for operations, with complete and correct uniform according to ACP. Signed in the system 15 minutes before the first show.
Daily surface cleaning role	<ul style="list-style-type: none"> Daily cleaning role defined with activities per area and responsables.

Food Disabling

Coffee machine	<ul style="list-style-type: none"> Clean surface (filters and grating). Switch Off.
Switch Coffee grinder	<ul style="list-style-type: none"> Clean surface. Switch Off.
Crepe machine - VIP	<ul style="list-style-type: none"> Clean surface, without waste. Switch Off.
Blenders	<ul style="list-style-type: none"> Clean, thoroughly. Switch Off.
Powder dispenser	<ul style="list-style-type: none"> Clean, without waste. Switch Off.
Sandwich cold table	<ul style="list-style-type: none"> Clean at temperature. Without food that does not belongs to the area. Make sure it is on.
Fryer	<ul style="list-style-type: none"> Clean, without waste. Switch Off.
Cheese Dispenser	<ul style="list-style-type: none"> Clean surface, without waste. Make sure that equipment is always on.
Soda towers	<ul style="list-style-type: none"> Clean surface, without waste. Nozzles should be inside water and chlorine. Kept closed (not activated).
Utensils and accesories in general	<ul style="list-style-type: none"> Clean. Always kept on the special area in the kitchen.
Plasmas, menus and showcases	<ul style="list-style-type: none"> Clean surface. Switch Off.
Furniture, floor, ceiling and hoods	<ul style="list-style-type: none"> Clean surface (sweep). No stains nor waste.
POS	<ul style="list-style-type: none"> POS, printer, drawer, keyboard, all clean, logged out and turned Switch Off.
Condiments	<ul style="list-style-type: none"> Clean surface. Condiment leftovers in the kitchen (in a special container and fridge), ready to be washed. No garbage nor waste.
Complete sales kit	<ul style="list-style-type: none"> Keep in management.
Cleaning kit	<ul style="list-style-type: none"> Clean and kept in warehouse cleaning
Beverages refrigerator	<ul style="list-style-type: none"> Clean surface.

Confectionary Enabling

Popcorn machine	<ul style="list-style-type: none"> • Clean, in good conditions. Turn on 1 hour before the first function (lit lightning - forelock and interior-). • Calibrated: butter & light: 250, caramel 300 ml, chili 350 (pots 32 oz, for 16 oz half).
Bread warmer	<ul style="list-style-type: none"> • Clean, in good conditions. Turn on 20 minutes before the first function. In case of using bain marie, this should be clean, without tartar, with water level of 210 ml at 140°F.
Sausage grill	<ul style="list-style-type: none"> • Clean, in good conditions. Turn on 20 minutes before the firts function at 160° F.
Cheese Dispenser	<ul style="list-style-type: none"> • Clean, in good conditions, operating (always on). No stains nor dust (also inside). Calibrated at 1 oz per load, 1 cheese bag for stock.
Soda tower	<ul style="list-style-type: none"> • Clean, in good conditions, without stains or dust. Calibrated. Nozzles should be daily sanitized (without any waste). • Keep ladle in sanitized water.
Icee machine	<ul style="list-style-type: none"> • Clean, in good conditions. No stains nor dust. Correctly operating.
Beverages refrigerator	<ul style="list-style-type: none"> • Clean in good conditions. Operating according to the defined. Without frost. Sausages should be out of sight. Light on. Without products thay does not belong to the area.
Ice cream fridge	<ul style="list-style-type: none"> • Clean, in good conditions, operating according to the defined order. Without frost, light on. Without products that does not belong to the area.
Nachos exhibitor	<ul style="list-style-type: none"> • Clean, in good conditions, operating, light on (forelock and inside), according to the defined order.
Utensils and accesories in general	<ul style="list-style-type: none"> • Clean, sanitized, in place: ladles, tweezers, salt measures and measuring cups.
Plasmas, menus and showcases	<ul style="list-style-type: none"> • Clean, without stains, waste or dust. Operating and updated. Showcases should be according to the defined order (rotate products once a week).
Furniture, floor, ceiling and hoods	<ul style="list-style-type: none"> • Bar and counterbar, ceiling, floor, extraction hoods clean and in maintenance. No dust, stains or waste.
POS	<ul style="list-style-type: none"> • POS, printer, drawer, keyboard should be clean and in good conditions, without dust, waste or stains. • Thermal roll in additional stock.
Condiments	<ul style="list-style-type: none"> • Clean, in orderm without dust or stains, according to the defined order. Supplies should be recently enable, with institutional stickers, ice in contact with inserts, 20 minutes before the first function.
Ideal stock	<ul style="list-style-type: none"> • Define an ideal stock by warehouse, days or season. Out of customers sight. With manager's signature
Perishable inputs	<ul style="list-style-type: none"> • Supplies in good conditions within its freshness period: Dressings, Syrups, Bakery Items, Milk and Milk Products, Vegetables, Non-Veg Products
Complete sales kit	<ul style="list-style-type: none"> • Pen, calculator, counterfeit detector or marker, individual comands.
Cleaning kit	<ul style="list-style-type: none"> • Green cloth for cleaning, white cloth for sanitize. Multi-uses liquid, sanitizer, broom, dustpan, mop, neat, clean arranged in an exlusive area (at least 1 item per type).
Cinepolite	<ul style="list-style-type: none"> • Ready to sell, with complete and correct uniform according to ACP, signed in the system.
Daily and superficial cleaning role	<ul style="list-style-type: none"> • Define a daily, soft and deep cleaning role, with activities per area and responsables.

Confectionary Disabling

Popcorn machine	<ul style="list-style-type: none"> Left popcorns should be store in a transparent and sealed bag. Clean surface, turn Switch Off (motor, pots and lights).
Bread warmer	<ul style="list-style-type: none"> Dispose any bun left in the warmer at EOD. If bain marie applies, make sure there is no water left in it. Turn Switch Off.
Sausage grill	<ul style="list-style-type: none"> Dispose Sausage on the grill and in Bun warmer at EOD. Turn Switch Off.
Cheese Dispenser	<ul style="list-style-type: none"> Clean surface, without waste. Make sure all equipment is turned Switch Off.
Soda tower	<ul style="list-style-type: none"> Clean surface, without waste, nozzles inside water with chlorine. Locked.
Beverages refrigerator	<ul style="list-style-type: none"> Clean surface
Ice cream fridge	<ul style="list-style-type: none"> Clean surface
Nachos exhibitor	<ul style="list-style-type: none"> Clean surface, without products inside. Leftover nachos should be kept in sanitized containers. Sealed.
Utensils and accesories in general	<ul style="list-style-type: none"> Clean. Keep in the allocated area in the kitchen.
Plasmas, menus and showcases	<ul style="list-style-type: none"> Clean surface. Turn Switch Off.
POS	<ul style="list-style-type: none"> POS, printer, drawer and keyboard clean, logged out and turned Switch Off
Condiments	<ul style="list-style-type: none"> Clean surface. Left condiments should be in the kitchen (in a special container and in fridge). Inserts to be washed. No garbage nor waste.
Super Automatic Coffee machine	<ul style="list-style-type: none"> Keep in management.
Cleaning kit	<ul style="list-style-type: none"> Clean and kept in cleaning warehouse.

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 Detecting machine Working							
Popcorn Machine	17	All Kettles clean and assembled							
	18	All Kettles glasses and Other parts clean and assembled							
	19	Check Availability of Corn Portioning, Measuring Jars, Seasoning Pans and Spoons							
	20	Popcorn Left over from previous day is mixed with the fresh lot							
Coke Machine	21	Sample mixed lot, check flavour and crunchiness of the popcorn (All Flavours)							
	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							
	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							
HK	50	Sufficient Caddy Tray Available							
	51	Floor cleaned and tidy							

Confectionary Closing

Week: _____

Site: _____

India

Area	S. No.	Activity	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Supervision	1	Turn Off the Kettles, Bun Warmers, Griller, Nachos Wm							
	2	Cleaning and Sanitization Material Available							
	3	Enter in Log Book any equipment / machine requiring maintenance							
Inventory and Cash Closing	4	All wastages entered in System							
	5	Inventory Done and Checked							
	6	Cash Close and Cash Close and System Logged Off							
	7	Final Check with all machines and Lights and LCD Panels switched off							
Coke Machine	8	Remove the nozzle from Syrup Canisters/BiBs							
	9	All nozzles should be dipped in a bucket of Water							
	10	All Canister Should be placed and stacked properly							
	11	Emptied Canisters back In stores area							
	12	Cleaning and Scrubbing of Superchiller Stand							
	13	Ice Bins/ Containers needs to be emptied and cleaned							
	14	Ice Scooper cleaned							
	15	Cobra Tower Nozzles removed and cleaned/ Dipped in water							
	16	Flush the drain line with hot water							
	17	Drip Tray Cleaned							
Bun Warmer and Franfurter Griller	18	Dispose Bun and Frankfurter at EOD							
	19	Bun warmers cleaned and dried up							
	20	Griller Degreased,Cleaned and Dried Up							
Nachos warmers	21	Store Left over Nachos							
	22	Store Cheese dip							
	23	Nachos warmers cleaned							
	24	Cheesy Dip Dispenser and Pump Cleaned Properly							
Popcorn Machine	25	Left Over Pop Corns kept in a airtight container- separately- flavor wise							
	26	Seasoning Pans and Spoons Washed and Dried Up							
	27	Raw Corn Containers Cleaned and Dried Up							
	28	Raw/ Pre-Portioned Corn Stored in the Corn drawer in the Popper cabinet							
	29	Oil Containers Cleaned and Dried Up							
	30	Kettle Degreased with Ecolab Degreaser							
	31	Kettle top and glasses are cleaned properly							
	32	Kettle Filter Cleaned							
Condiment Station	33	All the drawers should be cleaned and stacked properly							
	34	Condiment Station emptied and dried up							
	35	All sauces shifted in plastic containers and stacked in refrigerators, as per Shelf Life							
	36	All veg and sauce containers cleaned and stacked							
	37	All sauce pumps cleaned and stacked, as per cleaning Schedule							
	38	Counter Top Cleaned and Sanitized properly							
Caddy Trays Refrigerators Dustbins	39	Clean and Stack Caddy Trays							
	40	Clean refrigerator door and outer surface							
Utensils	41	Dustbins are cleaned and stacked properly							
	42	Tubs used for cleaning the Kettles are cleaned and stacked							
	43	All utensils washed and stacked properly							
	44	All back area table top cleaned properly							
	45	Glass dispensers and lid container cleaned properly							
Counter Top	46	Counter Top Cleaned and Sanitized properly							
Under Counter	47	UnderCounter Cleaned							
HK	48	Floor Cleaned and scrubbed							
	49	Cleaning Equipment							
Security	50	Keys Handed Over To Security							

Coffee Tree Opening

Week: _____
 Site: _____

India

Area	S. No.	Activity	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Supervision	1	Read Log Book							
	2	Tech Sale Briefing by Supervisor							
	3	All Cinepolite Properly Groomed and Uniformed							
Inventory	4	Prepare Requisition of Stock							
	5	Count Issued Stock and material							
	6	Inventory Done in the system							
	7	Hand Gloves & Hair nets available							
HK	8	Cleaning and Sanitization Material Available							
	9	Wooden floor cleaning and buffing is done							
IT / Maintenance	10	Furniture Cleaned, Organized & Sanitized Properly							
	11	All POS, EDC Machine and Printer working properly							
	12	Enough EDC Rolls and Printer Roll Available							
	13	All drawers cleaned							
Display	14	Enough Change Available with POS Holder to start the shift							
	15	Fake Note Detecting machine Working							
	16	POS Working/ All Lights Switched On							
Momo and Corn Trolley	17	Signages Cleaned and working properly							
	18	Front display unit cleaned							
	19	All Refrigerators cleaned and product displayed							
	20	Check for proper display of food items and proper tagging							
Front Area	21	Corn & Momo Trolley working and cleaned							
	22	All seasoning & Sauces Available for Steamed Corn and Momos							
	23	Condiment Station Stacked and Filled with ICE							
Front Area	24	Pesto Flash Cleaned and Working							
	25	Switch on the induction plate and sandwich griller							
	26	Spices container and Pasta Counter set, with all vegetables & Sauces							
	27	Check the cleaning of Impinger / Double Deck Oven and Open Salamendor							
	28	Check for the preparation of sandwich/Pizza/Burger station							
	29	Impinger / Double Deck Oven Switched On and temperature set							
	30	S/W Griller cleaned & Switched On at right temperature							
	31	Coffee Machine assembled, cleaned and Switched On							
	32	Check Coffee Beans, Tea Bags and Milk and other condiments							
	33	Check Paper Plates, Straws, Spoons, Sugar Sachet, Tissues and other condiments							
	34	Frier is stocked up with adequate amount of oil. No Carbon deposit in oil container							
	35	Frier Switched On							
	36	Soda Glasses are stacked in glass dispenser							
	37	Enough Trays are available							
	38	Blenders are cleaned and ready to Use							
	39	Microwave is clean, Switched On							
	40	Bakery Products are available under shelf life							
	41	Milk Shake Station Ready to Use/ Syrups & Measurers							
	Back Area	42	Prep. Table is cleaned and ready						
43		Double Door Chiller Clean, stocked with Items for thawing, Veg and Non Veg Items separate							
44		Exhaust hood is Functional							
45		Small ware is available							
Coke Machine	46	Dustbin with Garbage Liner ready							
	47	Nozzle attached to canesters							
	48	Check Super Chiller area Clean and Stacked							
	49	Attach nozzles to cobra tower							
	50	Tasting the Coke/Fanta/Sprite and Limca, According to Standard							
	51	Par Stock Level of Canesters Maintained							
Condiment Station	52	Check Ice Bins cleaned and Filled with Ice							
	53	Ice Scooper Clean and Available							
	54	Check Cleaning of Condiment Station and Fill the Station with Ice							
Supervision	55	Check All Veg and Sauces filled upto appropriate level in condiment station							
	56	Small Sauce Cups Available							
HK	57	All Signages Placed (Ex Next Counter, Tech Sales, etc.)							
	58	Report any Machinery and Equipments not working Properly							
	59	Sufficient Caddy Tray Available							
	60	Floor cleaned and tidy							

Coffee Tree Closing

Week:

Site:

India

Area	S. No.	Activity	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Supervision	1	Turn Off Equipment							
	2	Cleaning and Sanitization Material Available							
	3	Enter in Log Book any equipment/machine requires maintenance							
Inventory and Cash Closing	4	All wastages entered in System							
	5	Inventory Done and Checked							
	6	Cash Close and Systems Logged off							
	7	Final Check with all machines and Lights and LCD Panels switched off							
Display	8	Menu Display and Signages Cleaned							
	9	Front display unit cleaned							
	10	All Refrigerators cleaned							
Momo and Corn Trolley	11	Dispose Items on Display after 2 days							
	12	Corn & Momo Trolley cleaned							
	13	All Sauces for Steamed Corn and Momos to be stored according to shelf life							
Products	14	Leftover Momos and Corn in Warmer/ Steamer to be disposed at EOD							
	15	Cut Vegetables Stored as per Shelf Life							
	16	Sauces to be stored as per Shelf Life							
	17	Products kept for thawing for Opening Shift							
	18	Pre-portioned filling stored as per shelf life, veg and non veg to be stored separately							
	19	Impinger / Double Deck Oven and Open Salamendor Degreased and Cleaned							
Equipments	20	Sandwich/Pizza/Burger station Cleaned and sanitized							
	21	S/W Griller Degreased and Cleaned							
	22	Disassemble Parts of Coffee Machine and Clean parts							
	23	Refrigerators cleaned (Inside and Outside)							
	24	Blenders are cleaned							
	25	Microwave is cleaned							
	26	Pasta Station Cleaned							
	27	Counter Tops Cleaned and Sanitized							
	28	Frier Oil Filtered to remove Carbon Deposit							
	29	GN Pans are cleaned							
	30	Sauce Pumps are Cleaned as per Schedule							
	31	Food Preparation Area (Counter Tops/Chopping Boards Etc.) Cleaned and Sanitized							
	32	Utensils and Small Ware to be cleaned using 3 Sink Method and left overnight for air drying							
	33	Trays are Cleaned and Sanitized							
Coke Machine	34	Remove the nozzle from Syrup Canisters/BiBs							
	35	All nozzles should be dipped in a bucket of Water							
	36	All Canister Should be placed and stacked properly							
	37	Emptied Canisters back In stores area							
	38	Cleaning and Scrubbing of Superchiller Stand							
	39	Ice Bins/ Containers needs to be emptied and cleaned							
	40	Ice Scooper cleaned							
	41	Cobra Tower Nozzles removed and cleaned/ Dipped in water							
	42	Flush the drain line with hot water							
	43	Drip Tray Cleaned							
Condiment Station	44	Condiment Station emptied and dried up							
	45	All sauces shifted in plastic containers and stacked in refrigerators, as per Shelf Life							
	46	Vegetables Disposed at EOD except Jalapenos							
	47	All containers and sauce pumps cleaned and stacked, as per cleaning Schedule							
Counter Top	48	Counter Top Cleaned and Sanitized properly							
	49	Counter Top Cleaned and Sanitized properly							
HK	50	Dustbin Cleaned							
	51	Garbage Liners Disposed							
Security	52	Floors Mopped (Back Area and Inside Coffee Tree)							
	53	Keys Handed Over To Security							