

# LOVE AT FIRST BITE



## Policies / Procedures / Processes

Team relevance	All staff
Policy definition	<b>How to lock up the shop</b>
Responsibility	Payroll & Human Resources
Date updated	1/9/2018
Policy	<p><b>Purpose</b></p> <p>To detail the processes that need to be completed prior to locking up the shop</p> <p><b>Scope</b></p> <p>This policy applies to all staff.</p> <p><b>Procedure</b></p> <ol style="list-style-type: none"><li>1. Clear and clean ALL carts.</li><li>2. Check no leftover food is left out on counters. Please wrap, date, and put in fridge, or throw away.</li><li>3. Take out all trash &amp; sweep.</li><li>4. Bring anything left outside the back door inside - including smoker, carts, bins drying etc.</li><li>5. Make sure all vans are in place, backed into unmarked spots, with front wheel in the gutter. No van to be left in loading dock.<ul style="list-style-type: none"><li>❖ Make sure all carts assigned to vans are in the proper van, not in BOH.</li><li>❖ Make sure ALL vans are completely locked up and make sure all windows are closed.</li><li>❖ Back empty, clean vans into unmarked space with wheel in gutter.</li><li>❖ If leaving van for next day clean-up make sure van is clear of any food or dirty dishes with food on them first. Then pull van in face first - to signify it needs unloading.</li></ul></li><li>6. Check burners on stove, that everything is off.</li></ol>

7. Check all refrigerator doors are closed.
8. Unplug electric van & hang cord on hook on left side of back door (above Smoker).
9. Turn off all lights in office, bathroom and kitchen (switches in both front and back of house)
10. Lock both back door and front office door.
11. Throw keys through the front mail slot.

Notes