



MANAGER CHECKLIST

Breakfast Concept — Daily & Shift Responsibilities

TASK	CHECKLIST ITEM	✓
OPENING MORNING SETUP <small>Opening shift</small>	Confirm closing shift completed wrap defrost at correct quantity	<input type="checkbox"/>
	Verify all breakfast utensils are set up: forks, knives, tongs, measure...	<input type="checkbox"/>
	Check bread and eggs are at correct temperature before service begins	<input type="checkbox"/>
	Confirm Scraegg / X1 machine is clean and calibrated before service	<input type="checkbox"/>
	Ensure grey dishwasher tray / dirty utensil box is in place at station	<input type="checkbox"/>
	Check QR code stickers and condiments (salt & pepper) are in place	<input type="checkbox"/>
DURING SERVICE <small>All shifts</small>	Monitor egg temperature — eggs must not be left out of the fridge	<input type="checkbox"/>
	Ensure bread goes back into the fridge every time after use	<input type="checkbox"/>
	Enforce clean-as-you-go after each product using sanitiser wipes (not c...	<input type="checkbox"/>
	Follow wrap identification system on grill so foil-wrapped items can be...	<input type="checkbox"/>
	Monitor Scraegg machine for any signs of leaking — escalate if found	<input type="checkbox"/>
CLEANING & HYGIENE <small>After service</small>	Clean machine tip in hot water; remaining components in dishwasher (not...	<input type="checkbox"/>
	Wipe down grill with sanitiser wipe after each breakfast item	<input type="checkbox"/>
	Remove and clean utensil tray — used utensils go in dirty box, not loos...	<input type="checkbox"/>
CLOSING SHIFT NEXT DAY PREP <small>Closing shift</small>	Defrost correct quantity of wraps based on expected next-day sales	<input type="checkbox"/>
	Set up all breakfast utensils ready to go: forks, knives, tongs, cups	<input type="checkbox"/>
	Confirm grill with clamp is in place and set to breakfast setting	<input type="checkbox"/>
	Ensure all equipment is cleaned and stored correctly before end of shift	<input type="checkbox"/>
	Complete and sign off breakfast closing checklist	<input type="checkbox"/>