



Busser Opening Checklist

Manager _____

Date _____

DONE		ACTION	COMMENTS
	1.	Before getting on the floor: Make any necessary uniform adjustments & Perform any grooming needed	
	2.	Clock in no sooner than 5 minutes prior to starting your shift unless told otherwise from a manager/supervisor	
	3.	Setup Trash Cans as Needed	
	4.	Setup Bus Tubs as Needed	
	5.	Ensure Service Trays are Clean, Sanitized & Distributed as Needed	
	6.	Ensure Expo Line is Properly Stocked for Service	
	7.	Ensure Sanitizer Buckets are Distributed as Needed	
	8.	Ensure Linen Bags are Setup in Appropriate Locations	
	9.	Perform Any Additional Opening Sidework	