



Vendor Checklist

End of Day

Use the End of Day list to ensure that all the essential jobs are completed in a timely manner.

- Ensure all food containers, dirty utensils, dishes and food service equipment is washed, rinsed and sanitized before you retire.
- Do a quick check of the dry storage area to make sure all items are adequately shelved off the ground.
- Collect the time/temperature records for cooked foods and insulated coolers and store with other records.
- Check the refrigerator to ensure that it's properly stocked, and see if hot foods have been chilled and refrigerated.
- Move the sanitized items to a clean storage area. Throw towels, cleaning cloths, and aprons in the laundry.
- Designate someone to wash the canopy, laminated signage and vehicle first thing the next day.

