Pantry Template

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| * Daily Task Checklist |
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Daily Responsibilities Checklist

Catalogue daily tasks and responsibilities performed by staff and volunteers. A checklist may be the easiest way to guarantee all tasks are completed each day.

Pantry Template

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| Cleaning Duties | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| Wipe Down Shelves |  |  |  |  |  |  |  |  |  |  |  |  |
| Wash All Windows |  |  |  |  |  |  |  |  |  |  |  |  |
| Clean Refrigerator |  |  |  |  |  |  |  |  |  |  |  |  |
| Defrost Freezer |  |  |  |  |  |  |  |  |  |  |  |  |
| Clean Floors |  |  |  |  |  |  |  |  |  |  |  |  |
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Cleaning Checklist