Pantry Template

|  |
| --- |
| * Daily Task Checklist
 |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

Cleaning Checklist