



Closing Checklist

DECISION MAKING · TWO COLUMNS

Julia is closing the bakery counter while the laminated closing checklist sits beside the register drawer and the sanitizer bucket. The second sheet pan of rolls is still cooling on the speed rack, and the pastry case has been wiped. Earlier, the shift lead told Julia to leave those rolls uncovered only while they finished cooling to a safe packaging temperature. Later, the lead changed the checklist to say package all rolls for pickup, but only the dish crew heard it. Julia needs to confirm which instruction is current or check whether the rolls are ready to package before changing the closeout plan. A note by itself would not settle the food-safety question or the mixed instructions, so the closing checklist needs more than a silent check mark.

Sort each possible next move into the column where it belongs.

WORKS	DOESN'T WORK

- 1. Ask the shift lead which roll instruction is current before changing the closeout plan.
- 2. Leave a clear handoff saying the rolls are still cooling and the checklist changed.
- 3. Check whether the rolls are ready to package before choosing packaging or handoff.
- 4. Package the rolls only because the checklist looks newer than the earlier instruction.
- 5. Ignore the changed checklist and finish closing as if nothing changed.
- 6. Mark the roll item complete before the packaging decision is settled.

Think about it: What would change if Julia made a silent check mark instead of confirming or leaving a handoff?
