

PANTRY MANAGEMENT

Weekly Maintenance Schedule

WEEK OF: _____

TASK DESCRIPTION	ASSIGNED TO	DAILY PROGRESS (M / T / W / T / F / S / S)
		M
		T
		W
Wipe down exterior shelves		T
		F
		S
		S
		M
		T
		W
Check expiration dates		T
		F
		S
		S

TASK DESCRIPTION	ASSIGNED TO	DAILY PROGRESS (M / T / W / T / F / S / S)
		M
		T
		W
Inventory restock list		T
		F
		S
		S
		M
		T
		W
Sweep & mop floor		T
		F
		S
		S
		M
Refill dry-good canisters		T

TASK DESCRIPTION	ASSIGNED TO	DAILY PROGRESS (M / T / W / T / F / S / S)
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W

T

F

S

S

SHOPPING NEEDS & SPECIAL OBSERVATIONS