Restaurant: _____ Date: _____ Shift lead: _____

Opening checklist

Manager

- [ ] Unlock, turn off the alarm and walk through the building. Look for leaks, damage or anything left on overnight.
- [ ] Read the closing manager's notes from last night.
- [ ] Check today's reservations, events and large groups.
- [ ] Check that everyone on the schedule has arrived, is in uniform and is well enough to work with food.
- [ ] Count the cash float and open the registers.
- [ ] Check deliveries against the orders and sign for them.
- [ ] Confirm today's specials and anything that is sold out.
- [ ] Hold a short team briefing: specials, reservations, allergens and sold-out items.
- [ ] Walk the floor the way a guest would, then open the doors on time.

Front of house

- [ ] Turn on the lights, music and heating or air conditioning.
- [ ] Check the entrance, windows and signs: clean, lit and welcoming.
- [ ] Wipe and sanitize tables, chairs and high chairs.
- [ ] Set the tables: cutlery, glasses, napkins and condiments.
- [ ] Wipe the menus, replace damaged ones and add today's specials.
- [ ] Stock the service station: cutlery, napkins, glassware and takeout packaging.
- [ ] Start the coffee machine and fill the ice, water and drinks station.
- [ ] Turn on the POS and card machines, and check that the printers have paper.
- [ ] Check the restrooms: clean, with soap, toilet paper and hand towels.
- [ ] Sweep or vacuum the floor, including under the tables.
- [ ] Set up the host stand: reservation list, floor plan and pens.
- [ ] Wipe the outdoor tables and set up umbrellas or heaters.

Kitchen

- [ ] Wash hands and put on a clean uniform and apron.
- [ ] Check and record fridge and freezer temperatures.
- [ ] Turn on ovens, grills, fryers and the extraction hood.
- [ ] Check soap, paper towels and sanitizer at every hand-wash sink and station.
- [ ] Sanitize prep surfaces and cutting boards before use.
- [ ] Check labels and dates, and throw away anything out of date.
- [ ] Check deliveries for quality, temperature and dates, and put chilled and frozen food away first.
- [ ] Work through the prep list: sauces, garnishes, portions and thawed items.
- [ ] Set up each station with its tools, pans and backups.
- [ ] Check the fryer oil, and filter or change it if needed.
- [ ] Check the dishwasher: clean filters, detergent and rinse aid.
- [ ] Confirm specials, allergens and sold-out items with the manager.

Bar

- [ ] Restock spirits, wine, beer and soft drinks, with older stock at the front.
- [ ] Fill the ice wells.
- [ ] Cut garnishes and prepare juices and syrups, and label them with the date.
- [ ] Check the beer taps, lines and gas.
- [ ] Polish the glassware and take out chipped glasses.
- [ ] Set out the bar tools and wipe the bar top, stools and menus.

Checked by: _____ Time: _____

Restaurant: _____ Date: _____ Shift lead: _____

Closing checklist

Front of house

- [ ] Lock the front door after the last guest leaves, and bring in outdoor signs and furniture.
- [ ] Clear, wipe and sanitize every table, chair and high chair.
- [ ] Wipe the menus and put them away.
- [ ] Refill salt, pepper, sugar and condiments, and wipe the containers.
- [ ] Restock the service station for the morning: cutlery, napkins and glassware.
- [ ] Empty and clean the coffee machine and the drinks station.
- [ ] Clean and restock the restrooms.
- [ ] Empty every trash can, take the trash out and put in new liners.
- [ ] Sweep and mop the floor, and vacuum any carpet.
- [ ] Close every open check on the POS and record the tips.
- [ ] Turn off the music, screens and the lights you don't need overnight.

Kitchen

- [ ] Turn off ovens, grills, fryers and the gas.
- [ ] Cool leftover hot food quickly, then cover, label, date and store it.
- [ ] Throw away food that can't be kept, and write down the waste.
- [ ] Check and record fridge and freezer temperatures, and make sure every door is shut.
- [ ] Clean and sanitize prep surfaces, cutting boards and slicers.
- [ ] Clean the grill, flat top, range and fryers. Filter or change the fryer oil on schedule.
- [ ] Wash, sanitize and put away pots, pans and utensils.
- [ ] Empty and clean the dishwasher, including its filters.
- [ ] Clean the sinks and restock soap and paper towels.
- [ ] Empty the trash and recycling, and wash the bins if needed.
- [ ] Sweep and mop the floor, and clean the floor mats and drains.
- [ ] Store all food covered and off the floor, and tidy the walk-in.
- [ ] Write tomorrow's prep list.
- [ ] Write the order list for anything running low.

Bar

- [ ] Wash and polish the glassware.
- [ ] Clean the drip trays, taps and soda gun nozzles.
- [ ] Cover, label and store garnishes and juices, or throw them away.
- [ ] Wipe the bottles, speed rail and bar top, and restock for tomorrow.
- [ ] Empty the ice wells and wipe them dry.
- [ ] Count the key bar stock and lock away the alcohol.

Manager

- [ ] Walk through the kitchen, bar and dining room, and check that each closing list is done.
- [ ] Count the registers and match the cash and card totals to the POS report. Write down any difference.
- [ ] Put the cash in the safe and prepare the bank deposit.
- [ ] Run the end-of-day sales report and save it.
- [ ] Check that tips are recorded and shared out by your house rules.
- [ ] Write notes for the opening manager: problems, complaints, repairs, sold-out items and low stock.
- [ ] Check tomorrow's reservations, staff schedule and deliveries.
- [ ] Check that the gas and cooking equipment are off, and that fridges and freezers are running and closed.
- [ ] Turn off the heating or air conditioning and the lights, lock every door and window, and set the alarm.

Checked by: _____ Time: _____

Weekly extras

- [ ] Deep-clean the hood filters and behind the cooking equipment.
- [ ] Descale the coffee machine and the dishwasher.
- [ ] Empty, clean and sanitize the fridges and the walk-in, shelf by shelf.
- [ ] Clean the beer lines.
- [ ] Check the first-aid kit, fire extinguishers and emergency exits.
- [ ] Check for signs of pests and record the check.
- [ ] Do a full stock count.

Checked by: _____ Date: _____

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