Restaurant opening and closing checklist

One sheet per day

Date _____ **Location** _____

Opening manager _____ **Closing manager** _____

Opening checklist

Open shift

Done	Task	Initials	Time
☐	Alarm off, doors unlocked, lights on		
☐	Walk-in and reach-in temperatures checked (record them in your food-safety log)		
☐	Hood fans, ovens, fryers and dish machine on		
☐	Opening cash drawers counted		
☐	Yesterday's log and open follow-ups read		
☐	86 list checked with the kitchen		
☐	Restrooms clean and stocked		
☐	Dining room set, floors and entrance clear		
☐	Pre-shift huddle: specials, 86s, reservations, large parties		

Closing checklist

Close shift

Done	Task	Initials	Time
☐	All guests out, front door locked		
☐	Ovens, fryers, grill and hood fans off		
☐	Food labeled, dated and stored; walk-in door closed		
☐	Dish machine drained and cleaned		
☐	Cash counted and dropped in the safe		
☐	Trash and recycling out, back door locked		
☐	Log written and follow-ups assigned		
☐	Alarm set		

Notes: anything skipped, why, and who will follow up