# BASIC RESTAURANT OPENING CHECKLISTS

(Check each day)

*Basic Restaurant Opening Checklists from ..... to .....*

## Front of House

| TASK | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| Unlock main entrance and other necessary doors | | | | | | | |
| Turn on lights | | | | | | | |
| Adjust thermostat to comfortable temperature | | | | | | | |
| Turn on music system (if applicable) | | | | | | | |
| Check and clean entry area, including windows and doors | | | | | | | |
| Ensure host station is clean and stocked with menus | | | | | | | |
| Check reservation list for the day | | | | | | | |
| Wipe down all tables and chairs | | | | | | | |
| Set tables with clean linens, utensils, and glasses | | | | | | | |
| Ensure condiment containers are clean and full | | | | | | | |
| Check and clean restrooms, restock supplies | | | | | | | |
| *Additional Task:* | | | | | | | |

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## Bar Area

| TASK | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| Clean and organize bar area | | | | | | | |
| Check stock levels of beverages | | | | | | | |
| Cut fresh fruit for garnishes | | | | | | | |
| Ensure ice bins are filled | | | | | | | |
| Check that all equipment (taps, coolers) is functioning properly | | | | | | | |
| *Additional Task:* | | | | | | | |

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## Kitchen

| TASK | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| Turn on all necessary kitchen equipment (ovens, grills, fryers) | | | | | | | |
| Check refrigerator and freezer temperatures | | | | | | | |
| Ensure all food prep areas are clean and sanitized | | | | | | | |
| Check stock levels of ingredients | | | | | | | |
| Prepare any items for the day (e.g., sauces, dressings) | | | | | | | |
| Ensure all staff have proper uniforms and safety equipment | | | | | | | |
| *Additional Task:* | | | | | | | |

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# BASIC RESTAURANT OPENING CHECKLISTS

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## General

| TASK | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| Count initial cash drawer and safe | | | | | | | |
| Check that POS system is operational | | | | | | | |
| Brief staff on any specials, events, or important information for the day | | | | | | | |
| Ensure all safety equipment (fire extinguishers, first aid kit) is accessible | | | | | | | |
| *Additional Task:* | | | | | | | |

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# BASIC RESTAURANT CLOSING CHECKLISTS

(Check each day)

*Basic Restaurant Closing Checklists from ..... to .....*

## Front of House

| TASK | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| Clean and sanitize all tables and chairs | | | | | | | |
| Sweep and mop floors | | | | | | | |
| Empty and clean all trash bins | | | | | | | |
| Restock server stations | | | | | | | |
| Clean and organize host station | | | | | | | |
| Ensure menus are clean and undamaged | | | | | | | |
| Set up tables for the next day's service | | | | | | | |
| *Additional Task:* | | | | | | | |

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# BASIC RESTAURANT CLOSING CHECKLISTS

(Check each day)

*Basic Restaurant Closing Checklists from ..... to .....*

## Bar Area

| TASK | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| Clean bar top and all equipment | | | | | | | |
| Wash and store all glassware | | | | | | | |
| Restock beverages and garnishes | | | | | | | |
| Empty and clean ice bins | | | | | | | |
| Run cleaning cycles on beer lines (if scheduled) | | | | | | | |
| *Additional Task:* | | | | | | | |

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# BASIC RESTAURANT CLOSING CHECKLISTS

(Check each day)

*Basic Restaurant Closing Checklists from ..... to .....*

## Kitchen

| TASK | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| Clean and sanitize all food prep surfaces | | | | | | | |
| Clean all equipment (ovens, grills, fryers) | | | | | | | |
| Wash and store all dishes, utensils, and cookware | | | | | | | |
| Empty and clean all trash bins | | | | | | | |
| Sweep and mop floors | | | | | | | |
| Check and record refrigerator and freezer temperatures | | | | | | | |
| Store all food items properly, labeling with date | | | | | | | |
| Update inventory list as needed | | | | | | | |
| *Additional Task:* | | | | | | | |

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(Check each day)

*Basic Restaurant Closing Checklists from ..... to .....*

## Restrooms

| TASK | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| Clean and sanitize all surfaces | | | | | | | |
| Restock paper products and soap | | | | | | | |
| Empty trash bins | | | | | | | |
| Sweep and mop floors | | | | | | | |
| *Additional Task:* | | | | | | | |

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# BASIC RESTAURANT CLOSING CHECKLISTS

(Check each day)

*Basic Restaurant Closing Checklists from ..... to .....*

## General

| TASK | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| Count and reconcile cash drawers | | | | | | | |
| Run end-of-day reports on POS system | | | | | | | |
| Ensure all equipment is turned off (except for necessary refrigeration) | | | | | | | |
| Set alarm system | | | | | | | |
| Turn off all lights | | | | | | | |
| Lock all doors and check security | | | | | | | |
| *Additional Task:* | | | | | | | |

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## Manager Duties

| TASK | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| Review sales and labor reports | | | | | | | |
| Check employee clock-ins and clock-outs | | | | | | | |
| Address any customer complaints or issues from the day | | | | | | | |
| Prepare cash deposits | | | | | | | |
| Ensure all areas of the restaurant have been properly closed | | | | | | | |
| Leave notes for the opening manager if necessary | | | | | | | |
| *Additional Task:* | | | | | | | |

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# BASIC RESTAURANT OPENING AND CLOSING CHECKLISTS

## Important Notes:

- *Customize these checklists to fit your specific restaurant layout and needs.*
- *Assign specific staff members to each section of the checklist.*
- *Regularly review and update these checklists to ensure they remain relevant and comprehensive.*
- *Encourage staff to report any issues or shortages they notice during opening or closing procedures.*
- *Always prioritize food safety and cleanliness in all tasks.*
- *Ensure all staff are trained on proper opening and closing procedures.*
- *Keep a log of completed checklists for accountability and reference.*

Remember, consistent use of these checklists helps maintain standards, improve efficiency, and ensure a smooth operation for both staff and customers.

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