

GROCERY STORE OPENING & CLOSING CHECKLIST

(Opening – Security & Facility)

Opening: Security & Facility

from to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Check the exterior of the building before entering: look for broken windows, forced doors, graffiti, or signs of break-in. If anything looks suspicious, do NOT enter — call the police.							
Disarm the alarm system and unlock the main entrance. Check that all security cameras are recording.							
Turn on all interior lighting. Walk the store and check for overnight spills, leaks, ceiling drips, or pest activity.							
Check that all emergency exits are unlocked from the inside, unobstructed, and clearly marked with illuminated exit signs.							
Verify fire extinguishers are in place and accessible. Check that the fire alarm panel shows no faults.							
Turn on HVAC system and verify air is flowing. Adjust thermostat to operating temperature.							
Check restrooms: clean, stocked with soap/towels/toilet paper, and functioning properly.							
Inspect the sales floor for tripping hazards, wet spots, or broken fixtures. Address immediately before opening to customers.							
<i>Additional Task:</i>							

Instructions:

Opening manager should arrive at least 30 minutes before store opens. If there are ANY signs of a break-in or forced entry, do not enter the building. Call the police and wait outside.

GROCERY STORE OPENING & CLOSING CHECKLIST

(Opening — Refrigeration & Food Safety)

Opening: Refrigeration & Food Safety

from to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Check and record temperatures of ALL refrigerated display cases, walk-in coolers, and walk-in freezers. Coolers: 32–40°F. Freezers: 0°F or below.							
Check and record temperatures of deli hot-holding equipment. Hot food must be held at 135°F or above (FDA Food Code).							
Verify that all temperature monitoring alarms (if equipped) are active and functioning.							
Inspect refrigerated cases for proper product rotation (FIFO — First In, First Out). Pull any items past their sell-by or use-by date.							
Check that all perishable items are properly wrapped, covered, or sealed to prevent cross-contamination.							
Inspect the produce section: remove wilted, damaged, or spoiled items. Mist or restock as needed.							
Check the deli and bakery prep areas: surfaces sanitized, equipment clean, and ready for preparation.							
Verify that hand wash stations in food prep areas are stocked with soap, paper towels, and warm water.							
<i>Additional Task:</i>							

Instructions:

Temperature checks must be recorded in the daily temperature log. FDA Food Code requires cold food at 41°F or below and hot food at 135°F or above. If any unit is out of range, check the product and equipment immediately. Do not sell potentially hazardous food that has been in the danger zone (41–135°F) for more than 4 hours.

GROCERY STORE OPENING & CLOSING CHECKLIST

(Opening – Front End & Sales Floor)

Opening: Front End & Sales Floor

from to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Power on all POS registers and verify they boot up correctly. Check for any system updates or error messages.							
Count and verify opening cash drawer amounts. Each register should match the assigned starting bank.							
Stock bags, receipt paper, cleaning supplies, and cashier supplies at each register.							
Check that all price scanners (self-checkout and shelf-mounted) are functioning properly.							
Verify product pricing and promotional signage matches current ads and sales. Update or remove any expired signs.							
Walk the aisles: check for out-of-stock items on shelves and endcaps. Restock from backroom inventory.							
Check that all shopping carts and baskets are clean, available near the entrance, and in good working condition.							
Verify the entrance area is clean, mats are in place, and automatic doors are functioning.							
Set out any daily signage: hours of operation, promotions, and required health/safety postings.							
<i>Additional Task:</i>							

Instructions:

Cash drawer counts must be verified by the opening manager and documented. Any discrepancies from the previous night's close should be flagged before the first transaction.

GROCERY STORE OPENING & CLOSING CHECKLIST

(Opening – Receiving & Backroom)

Opening: Receiving & Backroom

from to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Clear the receiving area of yesterday's leftover pallets, boxes, and packaging materials.							
Confirm today's delivery schedule. Verify dock doors and receiving equipment (pallet jacks, hand trucks) are ready.							
Check that the backroom is organized: aisles clear, products on shelves (not on the floor), and FIFO rotation maintained.							
Inspect dry storage: look for signs of pest activity (droppings, gnaw marks, damaged packaging). Report immediately if found.							
Verify that all chemicals and cleaning supplies are stored separately from food products per FDA Food Code requirements.							
Check the compactor and dumpster area. Ensure the area is clean and the compactor door is closed and locked.							
<i>Additional Task:</i>							

Instructions:

Pest activity must be reported to your pest control provider the same day it's discovered. FDA and state health departments can issue violations for evidence of pests in food storage areas. Never store food directly on the floor – all items must be at least 6 inches off the floor per FDA Food Code.

GROCERY STORE OPENING & CLOSING CHECKLIST

(Closing – Sales Floor & Front End)

Closing: Sales Floor & Front End

from to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Conduct a final walkthrough of all aisles. Return misplaced items to correct shelves (go-backs).							
Check for damaged or unsaleable products. Remove, log, and place in the designated damage/waste area.							
Pull and discard any perishable items that have reached their sell-by date. Record waste per store policy.							
Restock shelves, endcaps, and promotional displays for the next morning. Prioritize high-traffic aisles.							
Face all products on shelves (pull items forward for a full, organized appearance).							
Clean and sanitize all checkout counters, belt conveyors, card readers, and self-checkout screens.							
Count and reconcile each cash register drawer. Complete the daily cash report and prepare the bank deposit.							
Turn off POS registers and self-checkout stations per store shutdown procedure.							
Collect all shopping carts from the parking lot. Clean and return to the entrance corral.							
<i>Additional Task:</i>							

Instructions:

Cash reconciliation must be completed by the closing manager and signed. Any cash discrepancy over your store's threshold (typically \$5) should be documented with a full recount and incident report before the deposit is secured.

GROCERY STORE OPENING & CLOSING CHECKLIST

(Closing — Food Safety & Refrigeration)

Closing: Food Safety & Refrigeration

from to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Check and record final temperatures of ALL coolers, freezers, and hot-holding units. Log any out-of-range readings.							
Cover, wrap, and label all open food items in the deli, bakery, and produce prep areas. Date-label per FDA Food Code.							
Discard any hot-held food that has been below 135°F or held for more than 4 hours (per FDA Food Code time/temperature rules).							
Clean and sanitize all food prep surfaces, slicers, cutting boards, and utensils in the deli and bakery.							
Empty and clean deli and bakery display cases if required by your store's nightly procedure.							
Check that walk-in cooler and freezer doors are fully closed and sealed. Verify the door alarm (if equipped) is armed.							
Inspect the produce misters and drainage. Clean drip trays and remove any accumulated debris.							
<i>Additional Task:</i>							

Instructions:

All open food must be date-labeled and stored per FDA Food Code. Hot food that drops below 135°F must be reheated to 165°F within 2 hours or discarded. Walk-in cooler/freezer doors left ajar overnight can spoil thousands of dollars in inventory and trigger health code violations.

GROCERY STORE OPENING & CLOSING CHECKLIST

(Closing — Security & Facility)

Closing: Security & Facility

from to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Complete a full security walkthrough of the store. Check every aisle, restroom, break room, and backroom — confirm no one remains in the building.							
Lock all exterior doors, receiving dock doors, and emergency exits (exits must remain operable from inside per fire code).							
Arm the alarm system and verify all security zones are active.							
Turn off non-essential lighting. Leave security/emergency lighting on per store policy.							
Set the HVAC system to after-hours mode (or turn off if applicable to your store).							
Empty all trash cans on the sales floor, in restrooms, and in the break room. Replace liners.							
Sweep and mop the sales floor, entrance area, and checkout lanes. Address any spills that occurred during the day.							
Clean the break room: wipe down tables, clean the microwave and sink, empty the refrigerator of expired items.							
Complete the closing manager log: note any maintenance issues, equipment problems, customer incidents, or items needing follow-up for the morning shift.							
<i>Additional Task:</i>							

Instructions:

The closing manager log is critical for shift-to-shift communication. Note any equipment issues, customer incidents, or tasks that need follow-up by the morning team. Complete the security walkthrough BEFORE arming the alarm — never leave without confirming the building is empty.