

RESTAURANT MANAGER DAILY OPERATIONS CHECKLIST

(Opening — Pre-Service)

Opening — Pre-Service

Week of: Location: Manager:

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Walk the exterior and entrance: lighting, signage, sidewalk, and first-impression cleanliness.							
Confirm alarm off, doors, and a quick security walk of the building.							
Verify walk-in, cooler, and freezer temperatures are in range (coolers $\leq 41^{\circ}\text{F}$, freezers $\leq 0^{\circ}\text{F}$) and log them.							
Review the previous night's closing notes, incident log, and any equipment issues left open.							
Confirm BOH line check is done: prep/par levels, mise en place, and sanitizer at correct ppm.							
Confirm FOH is set: dining room, restrooms stocked and clean, POS terminals online.							
Count and verify cash drawers/float; confirm the POS and payment system are working.							
Check staffing against the schedule; cover any call-outs and confirm roles are assigned.							
Hold a pre-shift briefing: specials, 86'd items, large parties/VIPs, and service focus.							
Additional Task:							

Instructions:

Complete before every opening. The manager's opening is about verifying the big picture — not just that the floor is clean, but that the team is deployed, food safety is in range, and compliance is met. Log walk-in and cooler temperatures at open; an out-of-range unit caught now is fixable, while one found later is a food-safety incident. Review the closing team's handover notes so nothing from last night carries into today unaddressed. The pre-shift briefing sets the standard for the whole shift.

RESTAURANT MANAGER DAILY OPERATIONS CHECKLIST

(During Service — Mid-Shift)

During Service — Mid-Shift

Week of: Location: Manager:

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Re-check hot- and cold-holding temperatures at defined intervals (cold $\leq 41^{\circ}\text{F}$, hot $\geq 135^{\circ}\text{F}$); log them.							
Spot-check handwashing, glove use, and cross-contamination controls on the line.							
Monitor ticket times, table turns, and order accuracy; step in where service is backing up.							
Walk the dining room and restrooms; confirm cleanliness and restock as needed.							
Verify allergen handling: confirm staff are following allergen protocols and info is current.							
Manage the floor for guest experience: greet, handle complaints, and recover service issues.							
Monitor labor against sales; adjust staffing (cut or call in) as volume dictates.							
Record any waste, 86'd items, or comps with the reason.							
Log any incident (guest, staff, equipment) with time and details.							
Additional Task:							

Instructions:

These mid-shift tasks maintain food safety, cleanliness, and service standards during the rush — and they are the ones most likely to get skipped when it gets busy. Monitor holding temperatures at intervals, not just at open and close: cold holding must stay $\leq 41^{\circ}\text{F}$ and hot holding $\geq 135^{\circ}\text{F}$, and a mid-shift check catches a failing cooler or holding unit before it becomes an incident. Document waste, comps, and any incident as they happen while details are fresh. Manage labor to sales in real time to protect both service and margin.

RESTAURANT MANAGER DAILY OPERATIONS CHECKLIST

(Closing — Post-Service)

Closing — Post-Service

Week of: Location: Manager:

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Confirm all stations are broken down, cleaned, and sanitized (FOH, bar, kitchen, dish).							
Verify food storage: everything labeled, dated, covered, and FIFO-rotated; final temp check logged.							
Confirm cleaning tasks complete: floors, restrooms restocked, trash and recycling out.							
Reconcile each cash drawer against the POS sales report; document any over/short.							
Run and file the daily sales/labor report; prepare and secure the deposit in the safe.							
Confirm the day's data backed up and settle the POS batch if applicable.							
Turn off equipment per shutdown procedure; confirm gas, fryers, and ovens are safe.							
Complete a final security walkthrough, lock up, and set the alarm.							
Write a handover note for the opening manager: issues, 86'd items, and anything to follow up.							
Additional Task:							

Instructions:

Closing is where accountability either exists or it doesn't. Reconcile cash against the POS report and log any variance while the shift is fresh. Confirm the food-safety wrap — labeling, dating, FIFO, and a final temperature check — before anyone leaves. Do a real security walkthrough, not a glance: lights, gas, locks, and alarm. The handover note is what keeps problems from silently rolling into the next day; write down anything the opening manager needs to know.

RESTAURANT MANAGER DAILY OPERATIONS CHECKLIST

(Weekly Manager Oversight)

Weekly Manager Oversight

Month: Location: Manager:

TASK	1ST	2ND	3RD	4TH	5TH
Review the week's temperature, cleaning, and incident logs; follow up on any gaps or trends.					
Reconcile inventory and par levels; place orders and review food and beverage cost.					
Verify receiving records match invoices and purchase orders for the week.					
Confirm all staff certifications are current (food handler, alcohol service where required).					
Review labor cost vs. sales and build next week's schedule.					
Walk the facility for maintenance issues; submit work orders and follow open ones.					
Review guest feedback and online reviews; address recurring service issues with the team.					
Confirm allergen menu information and specials documentation are up to date.					
Additional Task:					

Instructions:

Weekly oversight is where the manager turns daily logs into action. Review the week's temperature and cleaning records for patterns — a cooler that drifts every afternoon is a repair before it's a violation. Confirm staff certifications are current; an expired food-handler card is a compliance gap. Reconcile inventory and receiving against invoices to control cost and catch discrepancies. Standardizing this weekly review across locations produces comparable data for operational reviews and keeps every unit to the same standard.