

CONVENIENCE STORE OPENING & CLOSING CHECKLIST

(Opening Procedures)

Opening Procedures

Week of: Store: Staff:

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Disarm alarm, walk the store and forecourt, and confirm no overnight damage or security issues.							
Count the opening cash drawer and verify it matches the expected float; reconcile to last night's close.							
Power on and confirm the POS, fuel console, lottery, and age-verification prompts are working.							
Record cooler and freezer temperatures (coolers $\leq 41^{\circ}\text{F}$, freezers $\leq 0^{\circ}\text{F}$); report any out-of-range unit.							
Check foodservice equipment: roller grills, warmers, and coffee brewers reach and hold $\geq 135^{\circ}\text{F}$ (verify with a probe).							
Date-label prepared foodservice items; pull anything past its sell-by date.							
Sweep the forecourt, empty island trash, and check pump nozzles, screens, and card readers for damage or skimmers.							
Confirm fuel prices on the signage match the POS/console.							
Restock coffee station, cups, and high-traffic facings; face and rotate perishables (FIFO).							
Additional Task:							

Instructions:

Complete at open. Equipment problems caught at opening are fixable; the same problem found by a health inspector at noon is a violation. Log cooler, freezer, and hot-holding temperatures and act on anything out of range immediately. Foodservice is a growing share of c-store revenue and carries real food-safety obligations — hot holding must stay $\geq 135^{\circ}\text{F}$, verified with a probe, not the dial. Check fuel-island card readers for skimmers as part of the daily walk; a damaged reader or pump must be bagged off until fixed.

CONVENIENCE STORE OPENING & CLOSING CHECKLIST

(During Shift)

During Shift

Week of: Store: Staff:

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Re-check cooler, freezer, and hot-holding temperatures every 2–4 hours; log each reading with time and initials.							
Card every customer for age-restricted sales (tobacco/vape 21+, alcohol 21+); scan or verify ID.							
Confirm the POS age-verification prompt is not being bypassed on restricted items.							
Rotate fresh foodservice items and discard anything past its hold time or sell-by.							
Keep restrooms checked, clean, and stocked; log the checks.							
Restock shelves, cooler facings, and impulse displays; pull expired product.							
Monitor the forecourt: clean spills promptly, keep pumps and trash areas tidy, address any fuel issue.							
Make cash drops to the safe per policy to limit drawer exposure.							
Additional Task:							

Instructions:

Age-restricted sales are the highest-stakes task in the store. Federal law sets tobacco and vape sales at 21+ and alcohol at 21+, but state and local rules layer on top — card every customer and never rely on visual guesswork. Selling to a minor can bring heavy fines, license suspension, and even criminal charges for the cashier and owner. Do not let anyone bypass the POS age prompt. Log temperatures every 2–4 hours and rotate foodservice items on their hold times to stay food-safe through the shift.

CONVENIENCE STORE OPENING & CLOSING CHECKLIST

(Closing Procedures)

Closing Procedures

Week of: Store: Staff:

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Discard expired foodservice items; clean and shut down roller grills, warmers, and coffee equipment.							
Take final cooler/freezer temperature readings and log them.							
Count and balance each cash drawer against the POS report; document any over/short.							
Prepare the deposit and secure it in the safe; leave the correct float for opening.							
Run end-of-day sales/fuel reports; reconcile fuel volume and lottery.							
Restock shelves and coolers, face product, and rotate FIFO for the next shift.							
Clean the forecourt, empty trash, and secure the car wash (if applicable).							
Lock coolers, storage, and office; secure valuables and tobacco/lottery per policy.							
Complete a final walkthrough, lock the store, and set the alarm; leave a note for the opener.							
Additional Task:							

Instructions:

Complete at close. Reconcile the drawer against the POS report and prepare the deposit while numbers are fresh; follow a consistent deposit cadence and time to limit the security exposure of holding cash for days. Discard expired foodservice product and shut down hot-holding equipment properly. Secure age-restricted and high-value inventory (tobacco, lottery) per policy. Leave a clear handover note so the opening shift knows about any equipment issue, low stock, or incident from the night.

CONVENIENCE STORE OPENING & CLOSING CHECKLIST

(Age-Restricted Sales & Compliance Log)

Age-Restricted Sales & Compliance Log

Date: Store:

TASK	STATUS
Confirm current licenses are posted and valid: tobacco, alcohol (ABC), lottery, and food establishment permit.	
Confirm the POS enforces age prompts on all tobacco, vape, and alcohol SKUs.	
Verify staff are trained on ID checking and the minimum ages (tobacco/vape 21+, alcohol 21+).	
Log any refused sale or attempted underage purchase per policy.	
Keep foodservice temperature logs (opening, every 2–4 hours, closing) current and filed.	
Record weights-and-measures / fuel dispenser calibration status and any service.	
Keep the cleaning and restroom-check log current.	
Document any incident (theft, drive-off, safety) with time and details for the manager.	
Additional Task:	

Instructions:

A c-store carries more compliance per square foot than almost any retail operation — fuel, food, age-restricted products, and cash all at once. Keep every license posted and current (tobacco, alcohol/ABC, lottery, food permit, weights and measures). The POS age-verification prompt is your first line of defense on age-restricted sales, but trained staff who card every customer are the real control. Keep foodservice temperature logs and cleaning logs current and filed — these are exactly what a health inspector asks for, and missing records are treated as tasks not done.