

Checklist

Restaurant Opening

Inspect the Kitchen and Dining Area	
Check equipment, appliances, and utensils for cleanliness and functionality	•
Inspect the dining area for cleanliness and organization	•
Check for any potential safety hazards and address them immediately	•
Check Inventory	
Ensure that all necessary food and supplies are in stock	•
Check expiration dates on food and supplies	•
Restock any items that are running low	•
Turn On Equipment	

Turn on ovens, stoves, grills, and other cooking equipment	•
Turn on coffee machines, soda dispensers, and other beverage equipment	•
Ensure that all equipment is functioning properly	•
Set Up the Dining Area	
Set tables and chairs	•
Place tablecloths, napkins, and silverware	•
Ensure that condiments and menus are available at each table	•
Turn on Lights and Music	
Ensure that all lights are turned on in the dining area	•
Turn on music and adjust volume to an appropriate level	•
Prepare Staff	
Ensure that all staff are present and ready to work	•

Assign duties and responsibilities	•
Conduct any necessary pre-shift meetings or training	•

Restaurant Closing

Clear Tables	
Clear all dishes and tableware from the dining area	•
Ensure that tables are clean and organized	•
Clean the Kitchen	
Clean and sanitize all surfaces and equipment	•
Properly store any unused food and supplies	•
Turn off all cooking equipment and appliances	•
Count the Cash Drawer	
Count the cash drawer and reconcile with sales	•
Prepare a deposit for the bank	•

Turn off Lights and Music	
Turn off all lights in the dining area and kitchen	•
Turn off music and other electronic equipment	•
Secure the Building	
Lock all doors and windows	•
Set any alarms or security systems	•
Prepare for the Next Day	
Prepare any necessary ingredients or supplies for the next day's service	•
Clean and organize any equipment or supplies that were used during the shift	•
Ensure that the restaurant is ready for the next day's opening	•