

Opening and closing checklist

Full-service restaurant, one page per shift

LOCATION _____ DATE _____ MANAGER ON DUTY _____

Opening: back of house

INITIALS

TIME

☐ Walk-in and reach-in cooler temps logged at 41°F (5°C) or below.		
☐ Freezers holding at 0°F (-18°C) or below.		
☐ Photo of the walk-in taken: door open, thermometer visible, stock level. Timestamped, not just the read		
☐ Hot-holding units preheated and reading 135°F (57°C) or above before any food goes in.		
☐ Sanitizer mixed fresh and tested with a strip (quat 200-400 ppm or chlorine 50-100 ppm, per the label).		
☐ Handwash stations stocked: soap, paper towels, warm water running.		
☐ Prep list from last shift pulled; stations and par counts assigned to line cooks.		
☐ Raw proteins stored below ready-to-eat items; every open item labeled with prep date and use-by date.		
☐ FIFO rotation checked on every opened case in the walk-in.		

Opening: front of house

INITIALS

TIME

☐ POS terminals powered on and logged in; starting till counted against the bank, any difference noted.		
☐ Reservations pulled up for today; large parties and any allergy notes flagged to the kitchen.		
☐ Dining room lights, music and temperature set to service level.		
☐ Tables wiped and reset; chairs, high chairs and booster seats checked and wiped down.		
☐ Restrooms checked: stocked, no leaks, trash emptied.		
☐ Bar stocked to par; garnish tray prepped; draft lines checked for pressure and temp.		
☐ Menus and specials board match what the kitchen is actually running today.		
☐ Entrance and dining room floor walked for hazards: wet spots, loose rugs, burned-out bulbs.		

☐ Server stations stocked: rolled silverware, polished glassware, printer paper in every POS terminal.

Pre-service: both

INITIALS

TIME

☐ Pre-shift meeting held: specials, 86'd items, VIP and allergy tables called out.

☐ Allergen list confirmed current on every changed recipe, sesame included (FASTER Act, 9th major US allergen since 2023).

☐ Full line check: every station tastes and checks its mise against the recipe card, not memory.

☐ All hot-held items re-checked at 135°F (57°C) or above within the hour before doors open.

☐ Kitchen and dining room timing confirmed for any large parties or reservations tonight.

☐ Radios or handhelds charged and set to the house channel.

☐ Manager walks kitchen and dining room together; initials both opening blocks before doors unlock.

☐ Doors unlocked at posted time; host stand staffed.

Closing: front of house

INITIALS

TIME

☐ POS batched out; till counted twice against the batch, a second person verifies and both sign.

☐ Cash drop placed in the safe; drop logged with time and amount.

☐ Tables reset for tomorrow's first seating.

☐ Bar bottles counted or weighed for the liquor log; taps flushed per house procedure.

☐ Restrooms restocked and checked for tomorrow's opener.

☐ Tomorrow's reservations pulled and any known large parties flagged for the opener.

☐ Trash and recycling taken out; dumpster lids closed.

☐ Floors swept and mopped; wet floor signs placed and left up until dry.

☐ FOH equipment powered down per manufacturer instructions, POS excepted.

Closing: back of house

INITIALS

TIME

☐ All hot-held food cooled, held, or discarded; nothing left sitting at room temperature.

☐ Cooling logged: 135°F (57°C) to 70°F (21°C) within 2 hours, then to 41°F (5°C) or below within the next 4 hours.

Toss anything that misses the window

☐ Walk-in and reach-in temps re-logged at close; second walk-in photo taken.		
☐ All food covered and labeled with prep date; nothing left uncovered overnight.		
☐ Line broken down, wiped and sanitized; equipment guards and drip trays pulled and washed.		
☐ Floors, walls behind the line and floor drains scrubbed.		
☐ Dish pit cleared; machine run empty and shut down; mats pulled and hosed.		
☐ Hood filters checked in place; grease trap level checked.		
☐ Trash cans lined and closed; walk-in door latch tested shut.		

Manager close	INITIALS	TIME
☐ POS batch and physical till reconciled; any variance over house threshold gets a written note, not a guess.		
☐ Comps, voids and discounts for the shift reviewed and initialed.		
☐ Tip pool calculated and recorded per house policy.		
☐ Incident or accident log checked; anything written up gets a same-night note to the owner or next manager.		
☐ Building walked once more: back door locked, alarm set, lights off except security.		
☐ Tomorrow's prep list and schedule checked against forecasted covers.		
☐ Shift notes written for the opener: what ran out, what's 86'd, anything to follow up.		
☐ This sheet signed, dated and filed with the last 90 days.		

Keep at least 90 days of completed sheets on file. Most health departments and insurance adjusters ask for the last quarter; a missing stretch reads worse than one bad number.