

Restaurant opening and closing checklist

CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Opening checklist Before the first guests arrive

TASK	TIME	INITIALS
Arrival		
☐ Disarm the alarm with your own code and walk the whole site Look for leaks, pests, damage or anything left on overnight. Tell the manager before opening if you find any.		
☐ Turn on the lights, ventilation and extraction hoods		
Food safety and stock		
☐ Check and record every fridge and freezer temperature on the temperature log Anything outside your limits goes to the manager before food is used.		
☐ Check yesterday's prepared food is labeled, dated and within its use-by time		
☐ Throw out anything out of date, unlabeled or stored wrongly		
☐ Check and put away deliveries, rotating stock so older stock is used first Check the delivery temperature of chilled and frozen food and reject anything outside your limits.		
Kitchen		
☐ Turn on and check the ovens, grills, fryers and other cooking equipment		
☐ Make up sanitizer at the right strength and check it with a test strip		
☐ Check every handwash basin has soap, paper towels and hot water		
☐ Clean and sanitize the prep surfaces before use		
☐ Check the dishwasher reaches its rinse temperature		
Front of house		
☐ Set the tables, and check the menus and condiments are clean and full		
☐ Check the restrooms are clean and stocked		
☐ Check the floors and entrance are clean and free of trip hazards		
Systems and cash		
☐ Start the point-of-sale system and the card readers		
☐ Count the cash float and record the amount		
☐ Check today's bookings and any large groups		
Team briefing		
☐ Brief the team on specials, items that have run out and the day's bookings		
☐ Remind the team of the allergens in today's specials		
Safety		
☐ Check every exit is unlocked and clear		
☐ Check the first aid kit, fire extinguishers and fire blanket are in place		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____

Closing checklist After the last guests leave

TASK	TIME	INITIALS
Food storage		
☐ Cover, label and date all food that will be kept		
☐ Cool cooked food quickly before it goes into the fridge Follow the cooling times in your food safety plan.		
☐ Throw out food that can't be kept safely		
☐ Record the closing fridge and freezer temperatures on the log		
Kitchen cleaning		
☐ Clean and degrease the cooking line, grills and flat tops		
☐ Filter or change the fryer oil, and clean the fryers		
☐ Clean and sanitize all prep surfaces, slicers and cutting boards		
☐ Wash, rinse and sanitize every dish, pan and utensil		
☐ Sweep and mop the kitchen floor and clear the floor drains		
☐ Take out the trash and recycling, and clean the bins		
Front of house		
☐ Clear and wipe the tables, chairs and counters		
☐ Sweep and mop the floors		
☐ Clean and restock the restrooms		
Cash		
☐ Count the till and reconcile it with the point-of-sale report Record any difference and the reason if known.		
☐ Lock the cash in the safe or prepare the bank deposit		
Lock-up		
☐ Turn off the cooking equipment and gas, and check the pilot lights are as they should be		
☐ Turn off the extraction hoods, lights and music		
☐ Check every door and window is locked		
☐ Write the handover notes for whoever opens Low stock, equipment faults, bookings and anything to follow up.		
☐ Set the alarm with your own code and lock the entrance		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____