

Opening and Closing Checklist

 perandio



Opening and Closing Checklist

General Manager (GM)

MANAGER:

DATE:

TASK	DONE
Check log book for any notes left from previous evening	
Check closing was done properly	
Check for today's reservations and/or special functions	
Count float and set up register tills	
Check with chef for today's specials	
Write specials on chalkboard	
Answer any emails or phone calls left	
Organise any incoming deliveries	
Check if any maintenance appointments need to be made to fix equipment	
Arrange floor plan	

NOTES

Blank area for notes.



Opening and Closing Checklist

Front of House (FOH)

MANAGER:

DATE:

TASK	DONE
Check bathrooms are clean and well stocked with paper towels and soap	
Set tables with plates, cutlery and glassware	
Wipe down windows	
Unlock beer and wine fridges and check they are restocked	
Place floor mats behind bar and reception	
Check all bins have liners in them	
Fill ice well	
Put out displays, newspapers, etc	
Fold napkins	
Polish any glassware leftover from previous evening	

NOTES

Blank area for notes.



Opening and Closing Checklist Back of House (BOH)

MANAGER:

DATE:

TASK	DONE
Check closing was done properly from previous night	
Chop ingredients for kitchen stations	
Wipe down preparation surfaces	
Restock inventory	
Count stock	
Check with GM of any special functions or large groups	
Explain today's specials with GM	
Check food deliveries	
Inform all BOH staff of any ingredients out of stock or changes to the menu	
Check all FOH staff know the menu	

NOTES