## Opening and Closing Checklist

perandio



## Opening and Closing Checklist General Manager (GM)

MANAGER:	DATE:
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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		



## 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	



## Opening and Closing Checklist Back of House (BOH)

MANAGER:	DATE:
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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		