

Opening and Closing Checklist



Opening and Closing Checklist

General Manager (GM)

MANAGER:

DATE:

[illegible]

NOTES

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Front of House (FOH)

MANAGER:

DATE:

[illegible]

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	