Restaurant Opening and Closing Checklist

One sheet per day. Check each task when it is done, write your initials and the time. Leave nothing blank: if a task does not apply, write N/A. Keep finished sheets with your records.

Date _____	**Day of week** _____	**Location** _____
Manager on duty _____	**Opening shift lead** _____	**Closing shift lead** _____

OPENING

1. Arrival and safety walk

Done	Task	Initials	Time
☐	Before you unlock, look at doors, windows and the back entrance for damage or signs of entry. If something looks wrong, stay outside and call your manager.		
☐	Disarm the alarm. Note any alarm events or messages from overnight.		
☐	Walk the building: dining room, restrooms, storage, office, kitchen, back door and trash area.		
☐	Look for leaks, standing water, pest activity, broken glass or a gas smell. Report anything right away.		
☐	Exits clear, exit signs lit, fire extinguishers in place and not blocked.		
☐	First aid kit stocked. Burn and cut supplies on hand.		

2. Front of house

Done	Task	Initials	Time
☐	Lights, heating or cooling, and music set for opening.		
☐	Tables, chairs and booths wiped and set. High chairs and boosters clean.		
☐	Floors swept, entry and glass doors clean, mats down.		
☐	Restrooms clean and stocked: soap, paper towels, toilet paper, trash emptied.		
☐	Host stand ready: menus clean, reservations and large parties reviewed.		
☐	Service stations stocked: napkins, silverware, to go containers, bags, condiments.		
☐	Beverage station ready: ice bin filled, scoop stored outside the ice, coffee and tea brewing, soda nozzles clean.		
☐	Specials, menu boards and the 86 list (items out of stock) updated.		
☐	Patio or sidewalk seating set and swept, if you have it.		

3. Kitchen and line

Done	Task	Initials	Time
☐	Every hand sink has soap, paper towels and warm water, and nothing is stored in it.		
☐	Hoods, ovens, grill, fryers and steam wells on. Pilot lights and burners checked.		
☐	Fryer oil checked. Filter or change it per your SOP.		
☐	Dish machine filled and running. Sanitizer or rinse reading taken (record it in the log below).		
☐	Sanitizer buckets mixed and tested with test strips (record it in the log below).		
☐	Prep list reviewed against pars, reservations and events. Prep assigned to a person.		
☐	Line stocked: smallwares, towels, gloves, containers, labels, tape and markers.		
☐	Deliveries checked against the invoice, cold items checked with a thermometer, stored first in, first out.		
☐	Floors dry, mats down, walkways clear.		

4. Food safety and temperature log

Record the reading you see. Write in the limit your business and your health department set for each unit. If a reading is outside your limit, write what you did about it and tell the shift lead.

Before the readings

Done	Task	Initials	Time
☐	Probe thermometer checked in ice water and adjusted per the maker's instructions.		
☐	Every person on shift washed hands on arrival.		
☐	Staff asked about illness symptoms per your illness policy. Anyone who should not work is sent home and the manager is told.		
☐	Date labels checked. Expired or unlabeled food discarded and logged as waste.		

Opening temperature log

Unit or item	Reading	Your limit	Time	Initials	Action if out of range
Walk in cooler					
Reach in cooler 1					
Reach in cooler 2					
Line cooler or lowboy					
Walk in freezer					
Reach in freezer					
Hot holding item:					
Hot holding item:					
Dish machine (temp or sanitizer)					
Sanitizer bucket (test strip)					

5. Cash: starting drawer count

Count in a secure spot, away from guests. If your policy calls for two people, both sign. Record any difference before the drawer goes into the register.

Count by denomination

Denomination	Drawer 1	Drawer 2	Drawer 3
$100			
$50			
$20			
$10			
$5			
$1			
Coins and rolls			
Total			

Drawer summary

Drawer	Expected start	Counted	Difference	Counted by	Verified by
Drawer 1					
Drawer 2					
Drawer 3					
Safe or change fund					

6. Systems check

Done	Task	Initials	Time
☐	POS terminals on and logged in. Date and time correct.		
☐	Receipt and kitchen printers have paper. Kitchen screens showing tickets.		
☐	Card readers connected. Test one transaction or follow your POS test steps.		
☐	Online ordering and delivery tablets on. Menu, 86 items and hours match today.		
☐	Phone working. Voicemail and messages checked and passed on.		
☐	Internet and guest wifi working.		
☐	Time clock working. Every person on shift clocked in.		
☐	Security cameras recording.		

7. Staffing and handoff from the previous close

Done	Task	Initials	Time
☐	Read last night's closing handoff note before service starts.		
☐	Compare who is here to the schedule. Note call outs, late arrivals and how each gap is covered.		
☐	Sections and stations assigned. Meal and rest break times planned per your policy.		
☐	Preshift meeting held: specials, 86 items, large parties, events, open maintenance issues.		

Open items carried over from the last close

Item	Next owner	Status today

Call outs and coverage

Opening shift lead

Manager review

MID SHIFT HANDOFF

Outgoing lead _____ Incoming lead _____ Time _____

Hand over

Done	Task	Initials	Time
☐	Second round of temperature readings taken (rows below).		
☐	Cash drop or mid count done, if your policy calls for one.		
☐	Prep status, anything running low and the updated 86 list.		
☐	Who is on break, who is clocking out, who is still due a break.		
☐	Incidents, guest complaints and anything promised to a guest.		
☐	Equipment problems and who was called.		

Mid shift temperature readings

Unit or item	Reading	Your limit	Time	Initials	Action if out of range

Notes for the incoming lead

_____

_____ _____

Outgoing lead Incoming lead

CLOSING

1. Kitchen breakdown and cleaning

Done	Task	Initials	Time
☐	Close each station as it finishes: grill and flat top scraped, burners and ovens cleaned.		
☐	Fryers filtered or covered per your SOP and turned off. Steam wells drained and cleaned.		
☐	All food contact surfaces washed, rinsed and sanitized. Cutting boards to dish.		
☐	Last dish loads run. Dish machine drained, screens and arms cleaned.		
☐	Prep and three compartment sinks scrubbed. Hand sinks restocked for the morning.		
☐	Floors swept and mopped, drains cleared, floor mats cleaned.		
☐	Trash, recycling and compost out. Cans rinsed, lids closed. Chemicals stored below and away from food.		
☐	Today's deep cleaning task done (write it in): _____		

2. Food storage and labeling

Done	Task	Initials	Time
☐	Every container covered and labeled with the item name and date, plus a use by date if your system uses one.		
☐	Coolers organized: raw proteins below ready to eat food, oldest product in front. Walk in and freezer doors closed and sealing.		
☐	Hot food cooled per your cooling procedure. Readings recorded in the cooling log below.		
☐	Waste recorded in your waste log. Prep list for tomorrow started.		

Cooling log

Item	Start time	Start reading	Check 1 reading and time	Check 2 reading and time	Initials

Closing temperature log

Unit or item	Reading	Your limit	Time	Initials	Action if out of range
Walk in cooler					
Reach in cooler 1					
Reach in cooler 2					
Line cooler or lowboy					
Walk in freezer					
Reach in freezer					

3. Front of house

Done	Task	Initials	Time
☐	Doors locked at closing time. Last guests out.		
☐	Tables, chairs, booths, high chairs and boosters wiped and sanitized.		
☐	Service stations restocked for the morning. Condiments stored per their labels.		
☐	Coffee brewers cleaned. Soda nozzles soaked and replaced.		
☐	Restrooms cleaned and restocked. Floors swept and mopped.		
☐	Patio furniture in or locked. Lights, music and heating or cooling set for overnight.		

4. Cash: end drawer count and deposit

Expected cash is the starting amount plus cash sales from your POS report, minus paid outs and cash drops. Use the report your POS gives you and keep a copy with this sheet.

Count by denomination

Denomination	Drawer 1	Drawer 2	Drawer 3
$100			
$50			
$20			
$10			
$5			
$1			
Coins and rolls			
Total			

Drawer reconciliation

Line	Drawer 1	Drawer 2	Drawer 3
Starting amount			
Cash sales (POS)			
Paid outs			
Cash drops			
Expected cash			
Counted cash			
Over or short			
Counted by			
Verified by			

Paid outs

Paid to	Reason	Amount	Receipt kept	Approved by

Deposit prep

Done	Task	Initials	Time
☐	Card batch closed in the POS.		
☐	Drawers reset to the starting amount and locked in the safe.		
☐	Deposit counted, slip filled out, bag sealed and stored per your policy.		

Deposit amount _____ Bag or slip number _____ Prepared by _____

Witness _____

Variance note (required for any drawer over or short: amount, what you checked, what you think happened, who was told)

_____

_____

5. Lock up and security

Done	Task	Initials	Time
☐	Every team member clocked out. Missed punches or corrections written down for the manager.		
☐	Restrooms, storage, office and walk in checked. Nobody left inside.		
☐	Gas equipment, fryers, ovens, grill, heat lamps and coffee makers off. Coolers, freezers and ice machine on.		
☐	Taps off. No running water anywhere.		
☐	Back door, side doors and windows locked. Safe and office locked.		
☐	Alarm set. Leave together if your policy calls for it.		

Handoff for the opener: open items and notes (equipment, deliveries, staffing, guests)

Item or note	Next owner	Due

_____ _____

Closing shift lead Manager review

Free template from ChallengerOps. Adapt it to your health department's rules and your own SOPs.

This sheet prints no temperature limits or legal requirements. Write in the limits your business and your local health department set. It is a general operations checklist, not legal or food safety advice. challengerops.com