



restaurant

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FRONT OF HOUSE CHECKLIST

OPENING CHECKLIST

- Turn on lights and music.
- Turn on P.O.S. system.
- Sign in or punch in.
- Refill receipt paper.
- Check uniforms for cleanliness.
Put on gloves and face coverings.
- Clean and sanitize menus.
- Take count of money in register.
- Sweep, vacuum and sanitize floors.
- Position chairs and stools to welcome customers.
- Clean and sanitize chairs, stools, tables and bar area.
- Clean and sanitize windows, doors and door handles.
- Check light bulbs to make sure all are operational.
- Check customer bathrooms for cleanliness and that they are stocked.
- Make sure service trays and tray jacks are clean and sanitized.
- Set beverage stations with clean glasses and flatware.
- Make sure tables are set for service.
- Check reservation list and look for special requests by customers.
- Check with kitchen to make sure all menu items are available and daily specials.
- Check to make sure to-go and delivery area is stocked and ready.
- Check to make sure parking lot, to-go spots, etc. are clean and ready.
- Turn over the sign to show you are open.
- Assign team member to check in and put away incoming deliveries.

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FRONT OF HOUSE CHECKLIST

CLOSING CHECKLIST

- Flip the sign to close.
- Clean and sanitize door and windows.
- Clean and sanitize menus, chairs, stools, tables and bar etc.
- Refill condiments and napkins.
- Empty and clean water pitchers and iced tea and coffee machines.
- Clean, sanitize and wipe down glasses and flatware.
- Empty trash, clean and sanitize cans and replace bags.
- Clean and sanitize bathroom sinks and counters.
- Print end of the day report.
- Close out register.
- Clean and sanitize floor areas.
- Make sure no food is left out.
- Check any cooler temperatures to make sure they are 40 degrees or less.
- Make a note for opening crew of needs to address.
- Clean and sanitize trays and tray jacks.

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