



Restaurant # _____ Day/date and manager initials at the top of each day

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	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
Daily Opening Checklist							
BOH READINESS							
Office							
Security Procedures- Doors locked & armed							
Manager enters building with two team members.							
Read manager logbook, initial & respond							
Read emails							
Review projected, prior day, and last year's sales							
Review projected and prior day's labor							
Check staffing levels and fill out labor card/ Seating Chart							
Review scheduled large parties, banquets and catering (if applicable)							
Spray for flies throughout dining room and restaurant							
Coolers/Meat room							
All coolers/storage areas clean and organized							
Check cooler temps and thermometers present							
Set up and test sani buckets w/ 2 towels and time labels							
Count all meat and record							
Check steak, chicken, seafood shelf lives							
Audit cut steaks for age, quality, and packing							
Fill out cut meat prep sheet using pars and on hands							
Distribute meat yield paperwork to meat cutter							
Prep Area, Line, Dish							
Check "on hand" prep and shelf lives							
Fill out prep sheet using pars and on hands							
Hand sinks stocked with soap and paper							
Set up and test sani buckets w/ 2 towels and time labels							
All lights/florescents working							
Fire Up/ Fire Down chart used							
Floors clean, brooms, dust pans & mops organized							
Back door area clean, organized & free of trash							
Check bread pan/on hand, quality, proper proofing							
Distribute BOH aprons to team members							
Check level of ice in ice machine							
Baked and sweet potatoes in the oven by 9:45/1:45							
Dishwasher cleaning restrooms/floors/sidewalks/pad							
All deliveries put away, labeled, dated, and rotated							
BOH position chart filled out for the day							
Kitchen equipment clean or dirty	<i>If dirty, note and assign to be cleaned ASAP</i>						
Dish walls,floors,ceilings,vents	C/D	C/D	C/D	C/D	C/D	C/D	C/D
Prep walls,floors,ceilings,vents	C/D	C/D	C/D	C/D	C/D	C/D	C/D
Line walls, floors, ceilings, vents	C/D	C/D	C/D	C/D	C/D	C/D	C/D
Hoods, lights, and globes clean & polished	C/D	C/D	C/D	C/D	C/D	C/D	C/D
Dish Machine	C/D						C/D
Potato Oven(s)		C/D					
Alto Shaam(s)		C/D					
Stove/Burners	C/D						
Bread Mixer					C/D		
Broilers			C/D				
Rib Drawers/Cooler (if applicable)							C/D
Grill Cooler	C/D						
Cheese Melter			C/D				
Flat Top		C/D					
Flat Cooler							C/D
All Fryers, Fry Hoods, and Stainless					C/D		
Oil Filter Machine						C/D	
Breading Station							C/D
Fry Freezer			C/D				
Expo Hot Well Area- Wells/Pans			C/D				
Microwaves					C/D		
Potato Warmer/Sham	C/D						
Broiler/Fry/Expo Window Heat Lamps							C/D
All Shelves							C/D
Salad Coolers							C/D
Ice Cream Freezer		C/D					
Bread Oven	C/D						
Bread Warmer	C/D						
Butter Cooler					C/D		
Assign Weekly/Daily tasks to team members	Refer to Daily/Weekly Cleaning Chart for position specific duties						
Chemicals away from food surfaces and stored							
Exterior of Building/Outside							
Fry oil container lid closed and pad clean							
Dumpster lids/doors closed and pad clean							
Back door sidewalks clean							
Parking lot clean/exterior detailed (curbs/landscaping)							
Windows/edges/doors/kickplates clean							
Team members parked in correct area							
Complete Line Check (1hr prior to open)							

FOH READINESS							
Office							
Read manager LogBook, initial and respond							
Read emails							
Review projected, prior day, & last year's sales							
Review projected, and prior day's labor							
Validate labor from previous shift							
Verify and correct overnight punch outs							
Check staffing levels							
Review scheduled large parties, banquets and catering (if applicable)							
Waste sheets, priority slips and recipe books in place							
Count petty cash & record							
Count and verify cash drawers and put out							
Prepare change order							
Take deposit to bank							
Host/Restrooms							
Assign Host daily/weekly sidework	Clean all thres holds/ kick plates	High Chair/High Fixtures, Neons and Artifacts	Detail All Windows & Doors in Lobby	Give Manager All Old & Worn Out Menus	Detail Booster Seats	Clean All High Chairs Sanitize All Peanut Buckets	Organize Host Chairs Empty Peanut Barrel & Wash
Assign ToGo daily/weekly sidework	Dust Emergency Exit Signs & Extinguishers	Detail & Organize All Shelves	Detail All Walls	Detail All Windows & Doors in Area	Detail Benches Inside & Outside	Organize To Go Area	Detail All Emergency Exit Doors
Restrooms spotless (walls, mirrors, floors, toilets)							
Toilet paper, paper towels, & soap stocked							
Trash cans and women's sanitary boxes lined & empty							
Floor chart filled out, sections and sidework assigned							
Restroom checklist in place							
Wait sheets/pens/nightlighters stocked							
Kick plates/thresholds clean and polished							
Benches, baseboards, and walls clean							
Windows and doors clean							
Menus clean and stocked							
Kid menus/crayons stocked							
Peanut barrels "heaping full" & sifted							
Foyer/lobby spotless							
Boosters/high chairs clean and in good repair							
Dining Room/Bar							
Assign Server daily/weekly sidework	Refill All Ice Bins/High Dust All Sections	Detail All Table Covers, Removing any Damaged Covers	Detail All Booths	Wipe All Chair Rungs	Empty All Salt Shakers & Run Through Dish	AM-Fill All Salt Shakers & Dust All Window Ledges PM-Empty All Pepper Shakers & Run Through Dish	AM- Fill All Pepper Shakers & Wipe All Table Bases PM-Run All Ice Wells, Sanitize & Refill
Assign Bar daily/weekly sidework	Detail All Speed Racks & Liquor Bottles	Pull Out All Equipment & Scrub Behind It	Clean, Sanitize & Restock Mug Chiller(s)	Detail Blender & Spindle Mixers/ Soak All Pour Spouts in Hot Water	Stainless Steel Polish Everthing in Bar Area	AM- Clean & Sanitize Juice Cooler(s) PM- Detail & Organize Beer Bottle Display Cooler/Bin	AM- Clean & Sanitize Keg Coolers in Bar Area (if applicable) PM- Detail & Organize Beer Walk-In Cooler
Clocks reflect same time as POS							
All POS in working order							
Printers clean/stocked w/ 2 rolls of paper							
Vents, neons, fans, blinds clean/dust free							
T.V.'s on, volume off, closed caption on							
Music levels adjusted							
Adjust lighting							
Fans on and rotating in right direction							
All bars chairs, stools, rails clean							
Tabletops:Top Ten checklist complete							
Sidestation:Stocked, clean, organized							
Bar condiments/garnishes stocked/labeled							
Bar coolers organized and deliveries put away							
Frozen machine clean, stocked & working							
Bar communication book/checklists in place							
Bar team member meal list in place							
Open for Business							
Conduct FOH/BOH pre-meals							
Check FOH/BOH uniforms at pre-meal							
Waste sheets, priority slips and recipe books in place							
Plate presentation book at window out							
15 Minutes Prior to Open- All Hands on Deck							
Unlock doors (10 minutes prior to opening time)							
Bagged prep items being completed on line during slow times							
Line walks every 30 min (fresh product & clean area)							
Ticket time standards are upheld with PPPP							
Server, bartender and host Steps of Service are validated							
Manager guest interaction 100%							
Shift Transition Items for lunch/Sundays							
Hold a post meal with all team members							
All FOH team member sidework complete & checked out							
All line items restocked							
Seafood items refreshed with new ice bags and drained.							
Set up and test sani buckets w/ 2 towels and time labels							
All plates brought to the line from dish							
Line swept and mopped							
Fryers filtered							
Trash emptied, cans refilled and replaced							
All BOH team member sidework complete & checked out							
Complete cashouts/Record data and tip share							
Count petty cash & record							
Complete deposit, verify with another manager, and record							
All orders placed (LBW, US Foods, etc.)							
Make applicable notes in manager logbook							
Verify prep/weekly duties/ pull thaw is completed							
All managers attend 2:30 p.m. manager huddle							
Validate restaurant readiness/walk through							
KM updates daily meat yield information							



Resataurant # _____ Day/date and manager initials at the top of each day

	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
Daily Closing Checklist							
Pre-Closing							
Hold a post meal with all team members							
No sweeping in guest view							
Closing mgr and team move cars to front of restaurant							
Liquor/Beer/Wine secured							
Detex set on all applicable doors							
Trash emptied, cans refilled and replaced. Trash run complete							
Hood vents cleaned and replaced back in the hood system							
Fryers filtered. Dumped when necessary							
Meat Labeling/Rotation Accurate							
All non-perishables stocked. Flip pans- do not overstock.							
Quality food check- line walk through							
Validate Weekly/Daily tasks are complete							
All FOH team member sidework complete and checked out							
All BOH team member sidework complete and checked out							
Host/Restrooms							
Restrooms spotless (walls, mirrors, floors, toilets)							
Toilet paper, paper towels, & soap stocked							
Trash cans & woman's sanitary boxes lined & empty							
No rolled up mats in lobby prior to doors being locked							
Kick plates/thresholds clean and polished							
Benches, baseboards and walls clean							
Windows and doors clean							
Silverware rolled and stocked							
Menus clean and stocked							
Kids menus/crayons stocked							
Peanut barrels "heaping" full, sifted, and covered tightly							
Foyer/lobby spotless							
Boosters/highchairs clean and in good repair							
Close to Open Reset							
Sweep foyer and lobby once doors are locked							
Meat room counts complete and recorded							
New ice bags placed on seafood items and moved to walk-in							
All perishable/fresh daily items pulled off the line & put in designated area of walk-in for opening KMs review and disposal.							
All steam wells refilled with water to appropriate levels							
Steam wells reset with pans including double boilers with water							
Fiat top ready with 3 hotel pans of water							
Line reset with tongs, spoodles, spatulas, brushes							
Line reset with mixing bowls, skillets, sav a days							
Seasoning shakers emptied, washed, and returned to line							
Water pans under grill cleaned and refilled with water							
French fry pan reset and placed in expo window (w/ insert)							
Fryer baskets cleaned and returned to fry station							
Bus tubs emptied, washed and returned to all line areas							
Sanibucket dumped, washed and placed at mop sink							
Fry freezer fully stocked with all items							
Line swept and mopped							
Complete cashouts/Record data and tip share							
Paperwork and deposits complete.							
Count petty cash & record							
Applicable notes in manager logbook							
Meat room/coolers/storage areas neat							
Refrigeration functioning							
Dish machine broken down/ re-assembled							
All plates brought to the line from the dish room							
Line and BOH clean and organized							
Final walk through with closers							
Validate restaurant readiness/walk through							
All doors locked and armed							
Turn TVs off							
Turn lighting levels off							
Turn music levels off							
Set alarm and exit (mgr & team members minimum)							



Date: _____ Manager initials at the top of each day

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
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Lunch/Sunday Closing Checklist

Office

Read manager LogBook, initial and respond						
Read emails						
Review projected, prior day, & last year's sales						
Review projected, and prior day's labor						
Validate labor from previous shift						
Check staffing levels						
Verify petty cash and record						
Verify AM deposit is complete						
Distribute cash drawers						
Review scheduled large parties, banquets and catering (if applicable)						
Waste sheets, priority slips and recipe books in place						

BOH Readiness

3:00 Line Check						
Hand sinks stocked with soap and paper						
Set up and test sani buckets w/ 2 towels and time labels						
All lights/flourescents working						
Floors clean, brooms, dust pans & mops organized						
Back door area clean, organized & free of trash						
Distribute BOH aprons to team members						
Check level of ice in ice machine						
BOH position chart filled out for the day						

