

Restaurant Opening & Closing Checklist

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COFFEE	YES	NO
Sugar caddies are stocked, organized and wiped down.		
Coffee machine has been emptied.		
Coffee machine is wiped, filter thrown out, and hot water poured through.		
Are there enough coffee mugs, cappuccino and espresso mugs?		
Stock coffee beans in the coffee grinder. (Is there enough for the week?)		
Milk holders cleaned and re-stocked.		
FRIDGE		
2 Ketchup, 2 mayonnaises and 2 mustard stocked. (Full and covered)		
Small plates stocked.		
Paper napkins stocked.		
Wipe inside and outside of the fridge.		
Ramekins stocked.		
Stock milk and cream. (Newest at the back)		
1 Chocolate Syrup stocked.		
1 Whipped Cream stocked.		

SERVERY		
Wipe all aluminum areas.		
Sweep and mop.		
Send all dishes to the kitchen.		
Stock – takeout bags, takeout boxes, straws, paper napkins.		
SIDE STANDS		
Wipe stands.		
Wipe and check billfolds – empty if necessary.		
Wash trays.		
Fill and stock salt, pepper, oil and vinegar.		
Paper napkins stocked.		
Fill spray bottles and place one at each side stand.		
STAFF AREA		
Bring all plates, glassware, cutlery etc. to the kitchen.		
Shoes are in the designated area.		
Wipe down table.		
Throw away extra paper or cashouts.		
Make sure washrooms have enough toilet paper and paper towel.		
CUTLERY		
All cutleries has been polished and dried before rolling.		
All roll-ups are completed and stocked.		