



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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
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**Daily Opening Checklist**

**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						
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 par/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** *If dirty, note and assign to be cleaned ASAP*

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/Shaam	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/ledges/doors/kickplates clean							
Team members parked in correct area							
<b>10:00 Line Check</b>							

FOH Readiness							
Verify and correct overnight punch outs							
Count petty cash & record							
Prepare change order							
Take deposit to bank							
Count and verify cash drawers and put out							
Host/Restrooms							
Assign Host daily/weekly sidework	Clean all thresh holds/ kick plates	High Dust Light Fixtures, Neons and Artifacts	Detail All Windows & Doors in Lobby	Give Manager All Old & Worn Out Menus	Detail Booster Seats	Detail All High Chairs Sanitize All Peanut Buckets	Organize Host Stand 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/highlighters 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- Burn 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 Everything 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							
<b>10:45 All Hands on Deck</b>							
Unlock doors @ 10:50am							
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 relined 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							



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	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>Daily Closing Checklist</b>							
<b>Office</b>							
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							
<b>Host/Restrooms</b>							
Restrooms spotless (walls, mirrors, floors, toilets)							
Toilet paper, paper towels, & soap stocked							
Trash cans & woman's sanitary boxes lined & empty							
Floor chart filled out, sections and sidework assigned							
Restroom checklist in place							
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 and sifted							
Foyer/lobby spotless							
Boosters/highchairs clean and in good repair							
<b>Exterior of Building/Outside</b>							
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/ledges/doors/kickplates clean							
Outside lights/neons working							
Team members parked in correct areas							
<b>Dining Room/Bar</b>							
Clocks reflect the same time as POS							
All POS in working order							
Printers clean/ stocked w/2 rolls of paper							
Vents, neons, fans and blinds, clean/dust free							
T.V.'s on, volume down, closed caption on							
Music levels adjusted							
Adjust Lighting							
All bar chairs, stools, rails clean							
Fan on and rotating in correct direction							
Tabletops: Top ten checklist complete							
Sidestation: Stocked, clean and organized							
Bar condiments/garnish stocked/labeled							
Bar coolers organized and deliveries put away							
Frozen machine clean, stocked & working							
Patio set up and ready for volume (if applicable)							
Bar team member meal list in place							
<b>BOH Readiness</b>							
<b>3:00 Line Check</b>							
Hand sinks stocked with soap and paper							
Set up and test sani buckets w/ 2 towels and time labels							
All lights/florescents 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							

