



Your Complete Food Service Distributor

Manager's Opening & Closing Checklist

DATE _____

Comments on appearance upon arrival for opening shift:

KFS recommends paying special attention to opening inventory, making sure that all products (especially high volume items) are prepared and available.

OPENING

1. Manager's walk of restaurant. *(Inside & outside).*
2. Check schedules and make sure all employees are clocked-in.
3. Turn on all lights and equipment needed for opening shift.
4. Post all daily prep lists for front and back of house employees.
5. Post and review all specials and 86'd items for the day.
6. Make sure all monies are in their proper place and accounted for.
7. Complete all daily paper work *(sales, food inventory, food orders, schedules etc...).*

CLOSING

1. Make sure all stations are clean and re-stocked.
2. Check all kitchen and floor equipment making sure all has been cleaned and shut down properly.
3. Make sure all monies are accounted for and deposited to their proper place. (Use proper safety procedures)
4. Make sure that all closing side work has been completed.
5. Complete all reports for daily closing.
6. Check kitchen and front of house for any product or supply that may be needed. Leave a note for A.M. shift.
7. Make sure all garbage has been removed and floors sweep and mopped.
8. Check and secure all windows and doors. Set alarm *(If available).*

Closing remarks:

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