

Restaurant Opening & Closing Checklist

OPENING PROCEDURES

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

Below is a list of tips and suggestions that may be helpful with the opening procedures of your restaurant.

1. A checklist in place for the proper times of turning on and off all equipment. This is very important and must be strictly adhered to with regards to the usage of energy that is being wasted on a daily basis. Checking this procedure should be the first thing done every morning.
2. Create a prep list for the kitchen staff by having this list in place it will provide the starting procedures for when the staff arrives for work.
3. Check freezers and coolers for any "leftovers" or any product that may be used for that day's specials. *(Get creative! KFS has many recipes to choose from ask your sales rep.)*
4. Post any product that needs to be 86'd or will not be available until a certain time later in the day. (All menu items should be posted for the customer if a "take-out" only business.)
5. Have a pre-shift meeting with the opening staff to keep them informed with any changes or special functions that will be accruing for the day. *(This should only take 5-10 minutes daily).*
6. Make sure front of restaurant has been properly closed by taking a walk through of establishment before the open of business. This is the time all tables, chairs, condiments, bathrooms, and other customer specifics should be given attention to detail. *(Use a checklist for these tasks).*
7. Take a quick walk around the outside of your building checking for any debris or building problems that may need attention. The outside appearance of your establishment is a reflection of the inside through your customers mind. *(Remember we eat with our eyes).*
8. Once all checklists and staffing are in place this is the time to observe and make any notes that may be helpful in the future. This is also the time to complete and double check all previous days' paper work and figures.

Your particular opening procedures may vary depending on the style and type of establishment you are operating. (There are obviously different variations like operating a liquor establishment with a full lounge available, room service, etc...) By implementing an opening checklist with procedures your establishment will operate more efficiently.

CLOSING PROCEDURES

Below is a list of closing tips and suggestions that you may find useful during closing procedures.

1. Make sure all equipment has been shut down and cleaned at their proper times in regards to the checklist.
2. Make sure all products have been properly covered and put in their correct storage areas. *(These items should be labeled, dated and properly rotated to prevent shrinkage).*
3. Make sure all kitchen prep lists have been completed prior to staff leaving. This is important in regards to the opening of restaurant.
4. Make sure all floors in kitchen, storage areas, and coolers have been swept and mopped.
5. Make sure all server stations have been re-stocked and cleaned.
6. Check all bathrooms for cleanliness and re-stocked in proper manner.
7. Make sure all garbage has been removed to proper area.
8. Make sure all floors, carpets, windows and ledges have been properly cleaned.
9. Prepare all deposits and make sure that it is accounted for and properly taken care of.
10. Double check all doors and windows to make sure that building is locked and secured properly.

The use of checklists and daily prep list will make these tasks become more efficient and help with reducing labor costs. The closing procedures for your establishment may vary depending on the type and style of restaurant you are operating.

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