

Restaurant closing checklist

The aim of this checklist is to assist you in defining the tasks that need to be done at the end of each shift. While it may not be an exhaustive list, it can help you consider what needs to be checked.

Staff member:

Date:

Business name:

Front of House		
Consider the following:	Yes/No	Comments/Action Required
Have all the surfaces been cleaned and sanitised, including items on the tables such as salt and pepper pots, flower jars and candles?		
Have chairs been neatly put away?		
Have the floors been swept and/or vacuumed?		
Have menus been sanitised or disposed of if single use?		
Has the bar been cleaned?		

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Has the bar been restocked, using FIFO?		
Has the cutlery been polished?		
Has any glassware been cleaned and/or polished?		
Have all bins been emptied and cleaned?		
Has the security system been set?		
Have all lights been turned off?		

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Back of House		
Consider the following:	Yes/No	Comments/Action Required
Have all workbenches been cleaned and sanitised?		
Have all dishes, cutlery and cooking utensils been washed and put away?		
Are all of the bins empty and clean?		
Has all food been put away in proper storage places with correct day dot labels on them?		
Have all ovens, fryers and other cooking appliances been turned off?		
Have all doors been closed or security systems been checked?		
Has all stock been checked for expired day dots?		

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Have you conducted a walk-through of the restaurant to ensure the back of house jobs are complete?		
Has all dirty laundry been collected and put to the wash?		
Has wastage been recorded?		
Have any incidents been recorded?		
Have you completed a handover sheet (if necessary)?		
Have you put in any orders that you need for the day/week ahead?		

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Management		
Consider the following:	Yes/No	Comments/Action Required
Have you conducted a walk-through of the restaurant to ensure the front of house jobs are complete?		
Have you ensured clock in and clock out times have been recorded accurately?		
Have you recorded all wastage from the bar and the kitchen areas?		
Has the cash been counted in each of the tills?		
Have you recorded any discrepancies with the tills and taken action if necessary?		
Have you completed any administrative tasks you needed to? (Ie., payroll, emails, rotas)		
Have you left a handover note if necessary?		

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Have you locked the Point of Sale (POS) systems?		
Have you logged off and shut down computers?		
Have you activated the alarm system?		
Are the doors locked?		