

Restaurant opening checklist

The aim of this checklist is to assist you in defining the tasks that need to be done before the start 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
Are the restaurant tables clean and ready for guests?		
Are the menus accessible?		
Are the condiments prepared?		
Are all of the bins empty?		
Is the cutlery clean and polished?		
Have any table settings been placed?		

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Are any tabletop necessities placed? (This could include napkins, glassware, reserved signs etc.)		
Is the bar stocked with drinks?		
Is the bar stocked with clean glasses?		
Have any open signs been switched on or taken outside?		
Have you spoken with the kitchen regarding any menu changes, specials or items to upsell?		
Are the bathrooms clean?		
Is the outside area clean and sanitised?		

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Date:

Business name:

Back of House

Consider the following:	Yes/No	Comments/Action Required
Is the kitchen clean, sanitised and ready for the day?		
Is mise en place complete for each station?		
Has each station been stocked with the necessary ingredients, utensils and equipment?		
Has any incoming stock been recorded?		
Has any incoming inventory been organised and put away in the correct places?		
Check cleaning supplies are stocked and appropriately located (eg D10 and blue roll).		
Do you have a waste list ready and conveniently located?		
Have you notified FOH staff of any changes to the dishes? (Ie., allergens)		
Are staff ready to work, practicing good personal hygiene and food safety?		

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Management		
Consider the following:	Yes/No	Comments/Action Required
Have you responded to any queries regarding bookings for the day?		
Have the bookings for the day been allocated tables?		
Is the kitchen aware of any pre-bookings that they may need extra preparation for?		
Have you found out the daily specials?		
Have you communicated these daily specials to the staff?		
Have you completed any administration tasks such as sorting a rota or filling out payroll?		

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Are there any maintenance issues that need to be recorded or dealt with?		
Have you answered any emails or responded to any reviews or social media posts?		
Have any incoming deliveries been recorded?		
Have any incoming deliveries been put away?		
Are the staff ready for work with clean uniforms and good personal hygiene?		
Are all FOH areas stocked and ready for service?		