



Opening Checklist

Front of House

- ☐ Fold napkins and place table settings
- ☐ Assure that trash bins are empty
- ☐ Restock tabletop necessities (sugar packets, ketchup, mustard, etc)
- ☐ Set up mis en place at bar
- ☐ Restock liquor at bar
- ☐ Stock bar with clean glassware
- ☐ Check registers to see that they have been properly cleared

Closing Checklist

Front of House

- ☐ Clean and sanitize the windows, tables, and all surfaces
- ☐ Sweep and vacuum floors
- ☐ Clean the bathroom thoroughly
- ☐ Close register and tip out

Back of House

- ☐ Chop ingredients for kitchen stations
- ☐ Put tools at each station
- ☐ Put food in proper places
- ☐ Check what ingredients are running low
- ☐ Restock incoming inventory and put it in its proper place in storage or kitchen
- ☐ Set music volume, lighting level, and thermostats, and unlock the front door

Back of House

- ☐ Sweep and mop kitchen and bar floors
- ☐ Empty all trash bins and bring to the dumpster
- ☐ Turn off music system and lights.
- ☐ Set thermostat to night setting
- ☐ Lock all doors