ZAVQERA

Restaurant and café opening and closing checklist, with proof

Who it is for: Owners, managers and shift leads of restaurants, cafés, bakeries and bars.
When to run it: Every day: the opening steps before the first customer, the closing steps after the last.

Opening and closing are where small problems start: a fridge that ran warm overnight, a till that does not balance, a back door left unlocked. They are also the steps most often done from memory.

The checklist

- [ ] 1. Read the fridge and freezer temperatures on arrival
  Check every fridge, freezer and display unit, and act on any reading outside the range in your food-safety plan.
  Keep as proof: Each reading with the time, or a photo of each display.
  Done by: _____ Date: _____

- [ ] 2. Check the deliveries due today
  Know what arrives, from which supplier and when, and who on shift receives and checks it.
  Keep as proof: The delivery list, with who receives each one.
  Done by: _____ Date: _____

- [ ] 3. Set up and sanitise the prep areas
  Surfaces, boards and sinks cleaned and sanitised before any food is prepared.
  Keep as proof: Who set up which area, and when.
  Done by: _____ Date: _____

- [ ] 4. Check stock and date labels
  Use the oldest stock first and remove anything past its date.
  Keep as proof: What was thrown away, if anything, and why.
  Done by: _____ Date: _____

- [ ] 5. Open the till with a counted float
  Count the float before the first sale, with a second person if you can.
  Keep as proof: The float amount and who counted it.
  Done by: _____ Date: _____

- [ ] 6. Walk the dining room and restrooms before opening
  Tables, floor, menus, soap and paper, lights, music and the door sign.
  Keep as proof: A photo of the room, or a short note.
  Done by: _____ Date: _____

- [ ] 7. Count and close the till
  Count the cash, match the card total with the terminal report, and note any difference.
  Keep as proof: The end-of-day report and the counted total.
  Done by: _____ Date: _____

- [ ] 8. Clean the kitchen and take out the bins
  Equipment off and cleaned, surfaces sanitised, floors done, bins emptied and taken out.
  Keep as proof: Who cleaned which area.
  Done by: _____ Date: _____

☐ 9. Store the food and read the fridges again

Cover, label and date food, and check that every fridge and freezer is in range for the night.

Keep as proof: The closing readings with the time.

Done by: _____ Date: _____

☐ 10. Lock up and set the alarm

Gas and appliances off, windows and back door locked, alarm set.

Keep as proof: The time the alarm was set, and who set it.

Done by: _____ Date: _____