**MANAGER’S CLOSING CHECKLIST**

[SPECIFY YOUR RESTAURANT NAME]

[SPECIFY DATE]

[SPECIFY COMPLETE NAME OF MANAGER]

[SPECIFY OFFICE SHIFT & TIME]

|  |  |  |
| --- | --- | --- |
| **TASK** | **STATUS** | **NOTES** |
| All food and drink products have date dots in all refrigerators / coolers reach-ins. All food and drinks have been properly turned first in, first out. |  |  |
| Be sure all kitchen staff have completed their closing tasks. Make sure kitchen manager is satisfied. |  |  |
| All equipment is off at close: fryers, ovens, grills, steam tables, exhaust fans, lighting and etc. |  |  |
| All equipment moved and floor swept/mopped underneath and behind. |  |  |
| Make sure all food containers are covered with lids or plastic wrap. |  |  |
| All trash cans empty, cleaned and relined. |  |  |
| All trash has been taken to the outside dumpsters at close. |  |  |
| All equipment inside and outside has been cleaned, sanitized and organized. |  |  |





|  |  |  |
| --- | --- | --- |
| A backup of printer paper available. Make sure the printer in the kitchen has enough printer paper in it. |  |  |
| No expiry date dots in all refrigerators/freezers reach-ins. Note: Record all waste onto the waste sheet for tracking purposes. |  |  |
| All plates, soup bowls, soup cups, ramekins, monkey dishes, carry out containers and paper supplies restocked for the next shift. |  |  |
| All equipment, such as, utensils, spoons, ladles, grill spatulas, grill scrapers, bowls, plates, etc., should be set up in the appropriate areas in the kitchen. This is so that the opening cook does not have to play hide and seek. |  |  |
| All floors swept, decked scrubbed, then mopped. |  |  |
| Make sure all refrigerator/freezer reach-ins have a working thermometer inside of them. |  |  |
| Back wall behind the fryers and grills degreased and polished using steel cleaner / polisher. |  |  |
| No tears in any bread/wrap sacks. Cooks ought to never tear open bread packs as this will make stale bread. Utilize bread ties. Utilize first stickers on all breads or nourishment items to maintain a strategic distance from sustenance or drink squander. Prepare all cooks in this imperative technique. |  |  |
| All refrigerators / freezers have been stocked according to the par sheets. Always fill all food containers up to the fill line. Overstocking will create spoilage and waste. |  |  |
| Floors of the refrigerator / freezer must be swept and mopped. |  |  |
| Raw foods, such as raw hamburger and raw chicken stored on the bottom shelf separate from other foods. |  |  |
| All expired foods must be listed on the food waste sheet for tracking purposes. |  |  |
| All food containers must have date dots on them and covered. All food containers need to be stored in its designated areas. |  |  |
| Turn off sound system and any lights not being used. |  |  |
| Display case clean, stocker and organized, if applicable. |  |  |
| Greeter podium decluttered, clean and organized. |  |  |
| All greeters and service aisle shelving and countertops decluttered, cleaned and organized. |  |  |
| Menus gathered and wiped clean. |  |  |
| All pagers collected, cleaned and charging, if applicable. |  |  |
| Front doors clean / windows print free. |  |  |
| Restroom mirrors cleaned with glass cleaner. |  |  |
| Urinals, toilets, sinks and baby changing station cleaned. |  |  |
| All restroom walls and partitions cleaned. |  |  |
| Restroom and service aisle floors swept, decked scrubbed and mopped. |  |  |
| Post a new restroom checklist on both restrooms inner doors. |  |  |
| Both restrooms have a working air freshener dispenser. |  |  |
| All restroom doors inside and outside cleaned. |  |  |
| Trash cans cleaned and relined. |  |  |
| Hand soap, paper towels and female sanitation napkins restocked. |  |  |
| Soup wells cleaned and refilled with clean water. Place clean soup pots and ladles into the soup well for the next shift, if applicable. |  |  |
| All food holders change into clean containers: salad station rotated and restocked, cleaned, has working thermometer and fill foods only to the inside indentation fill line. All foods including salad station must have a date dot on them. |  |  |
| All dishware, liners, soup bowls, soup cups and silverware must be inverted and rolled for the next shift. |  |  |
| All ice bins filled and the soda machine must be wiped down. |  |  |
| Milk machine cleaned inside and out and has a working temperature. |  |  |
| All soda caps removed from the soda dispenser and soaking in a container overnight with sanitation solution in it. |  |  |
| Carpets and tile floors in the dining room must be vacuumed and mopped. |  |  |
| All table tops, booths, chairs, table tents and displays must be cleaned and sanitized. |  |  |
| Dust all pictures and hanging lights in the entire dining room and hallways. |  |  |
| Refill all salt and pepper shakers. Marry up all condiments, such as ketchup. |  |  |
| All booster seats and high chairs cleaned. Clean between the strips, remove any food debris. Strap all high chairs to let other employees know that they were cleaned. |  |  |
| Blinds opened, the inside of the restaurant must be visible from the outside so that security or police can see the inside of the restaurant in case of an emergency. |  |  |
| All paperwork completed and filed appropriately. |  |  |
| Safe counts and the contents verified. |  |  |
| Manager recorded pertinent information in the manager’s communication book, such as callouts, employee issues, and guest complaints and so on. If there is any call outs for the next shift, try to cover the shift with an employee with the same strength. Never allow new hires to fill for any call outs. Managers may be required to work those positions. Record that information in the manager’s communication book. Don’t accept callouts that are not valid callouts. |  |  |
| Both restrooms checked to ensure no one is inside of them. Make sure the restrooms are clean and stocked for the next shift. |  |  |
| Verify the walk-in temperature and also verify all reach-in temperatures before leaving. |  |  |
| All register tills counted. Starting till amounts correct. If there are any cash discrepancies record that information. Sign all cash till count slips and place them into the corresponding tills. |  |  |
| Viewed company emails. |  |  |
| Settled all credit cards. Matched credit card figures against register summary report and settled credit card report. If these figures do not match, look for cash transactions closed out as credit cards. This incorrect procedure will create a cash shortage. If you still can’t find the discrepancy leave a note for owner about the issue. |  |  |
| Conducted final walkthrough to ensure equipment is turned off and that everyone is gone. |  |  |
| Make sure all doors are locked, such as, the back door, manager’s office, walk-in refrigerator / freezer, exit doors and front doors. |  |  |
| Set the alarm and depart with another staff member for security reasons. |  |  |
| [ADD MORE AS NEEDED] |  |  |

[ADD ADDITIONAL COMMENTS, CONCERNS AND REPORTS, IF NECESSARY]

**IMPLEMENTATION ENSURED:**

[SPECIFY CLOSING TIME]

[ADD SIGNATURE OF MANAGER]