**RESTAURANT OPERATIONS CHECKLIST**

|  |  |
| --- | --- |
| **[INSERT NAME OF RESTAURANT]** | **Week Starting:** |
| **[INSERT STANDARD DAILY BUSINESS HOURS]** | [INSERT DAY, MONTH, YEAR] |

Check the tasks you have done and accomplished on each of the business days of the restaurant.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OPENING OF THE RESTAURANT FOR THE DAY** | | | | | | | |
| **TASKS TO BE DONE** | **SUN** | **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT** |
| 1. An assigned staff is in-charge of opening the restaurant [INSERT NUMBER OF HOURS] hours before the restaurant opens for business to customers. |  |  |  |  |  |  |  |
| 1. Checking of freezers and refrigerators for leftovers of the previous day. |  |  |  |  |  |  |  |
| 1. Create the leftovers found into a food menu special for the day. |  |  |  |  |  |  |  |
| 1. Make a staff prepare the kitchen for the various cooking and food preparation needed for the day. |  |  |  |  |  |  |  |
| 1. A staff must clean the whole restaurant which includes the floors, tables, and chairs. |  |  |  |  |  |  |  |
| 1. Plates and silverware to be used by the customers must be cleaned and prepared on the designated area. |  |  |  |  |  |  |  |
| 1. Check your stock of ingredients and indicate on the menu what is available and what is not for the day. |  |  |  |  |  |  |  |
| 1. Cook the food in the menu which you are going to sell for the day and keep it warm. |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. All ingredients such as vegetables and fruits must be washed before using. |  | |  | |  | |  |  |  | | |  | | |
| 1. Meet all the staff with regards to the tasks they have to do today and make them wear the proper and clean attire as required for sanitation. |  | |  | |  | |  |  |  | | |  | | |
| **FOOD QUALITY AND SAFETY IN FOOD PREPARATION** | | | | | | | | | | | | | | |
| **TASKS TO BE DONE** | **SUN** | **MON** | | **TUE** | | **WED** | | **THU** | | **FRI** | | | **SAT** | |
| 1. Follow the instructions in cooking or in preparing the food products as set by the management or owner of the restaurant. |  |  | |  | |  | |  | |  | | |  | |
| 1. The assigned personnel to prepare or to cook the food must wash their hands: |  |  | |  | |  | |  | |  | | |  | |
| * 1. Before reporting or starting to shift or work; |  |  | |  | |  | |  | |  | | |  | |
| * 1. After handling raw ingredients, trash or money; |  |  | |  | |  | |  | |  | | |  | |
| * 1. After restroom usage; |  |  | |  | |  | |  | |  | | |  | |
| * 1. After making a call or a text using a telephone or a smartphone; |  |  | |  | |  | |  | |  | | |  | |
| * 1. Before and after eating at the staffs’ break time. |  |  | |  | |  | |  | |  | | |  | |
| 1. Check the temperatures of the kitchen equipment’s used to store the ingredients and those used to keep the food warm before being served. |  |  | |  | |  | |  | |  | | |  | |
| 1. Complete the food preparation with exceptional quality within the set time even on peak hours. |  |  | |  | |  | |  | |  | | |  | |
| 1. Keep away any cleaning chemicals from the food preparation station or counter to avoid and to prevent any mishaps that may happen which involves the food. |  |  | |  | |  | |  | |  | | |  | |
| 1. Keep away any pest control chemicals or equipment being used to control pests in the kitchen from any of the workstations in the kitchen. Store properly. |  |  | |  | |  | |  | |  | | |  | |
| 1. If, on the day, a large function or occasion is being prepared, cook and prepare the food based on the number of people. |  |  | |  | |  | |  | |  | | |  | |
| 1. Do not waste any food not sold during the day and store them in the refrigerator. |  |  | |  | |  | |  | |  | | |  | |
| 1. Minimize the food being cooked or prepared [INSERT NUMBER OF HOURS/MINUTES] hours/minutes before restaurant business hours ends. |  |  | |  | |  | |  | |  | | |  | |
| 1. Make sure of the quality of the food you serve to the customers by looking into the following criteria: |  |  | |  | |  | |  | |  | | |  | |
| * 1. [INSERT CRITERIUM OR BASIS FOR FOOD QUALITY OF YOUR RESTAURANT]. |  |  | |  | |  | |  | |  | | |  | |
| * 1. [INSERT CRITERIUM OR BASIS FOR FOOD QUALITY OF YOUR RESTAURANT]. |  |  | |  | |  | |  | |  | | |  | |
| * 1. [INSERT CRITERIUM OR BASIS FOR FOOD QUALITY OF YOUR RESTAURANT]. |  |  | |  | |  | |  | |  | | |  | |
| * 1. [INSERT CRITERIUM OR BASIS FOR FOOD QUALITY OF YOUR RESTAURANT]. |  |  | |  | |  | |  | |  | | |  | |
| * 1. [INSERT CRITERIUM OR BASIS FOR FOOD QUALITY OF YOUR RESTAURANT]. |  |  | |  | |  | |  | |  | | |  | |
| **CLEANLINESS IN THE RESTAURANT** | | | | | | | | | | | | | | |
| **TASKS TO BE DONE** | **SUN** | | **MON** | | **TUE** | | **WED** | **THU** | | | **FRI** | | | **SAT** |
| 1. Be sure to sweep and mop floors to make them shine especially when there is only a few customers or after peak hours. |  | |  | |  | |  |  | | |  | | |  |
| 1. Before any food preparation is cooked or prepared on each working station, everything must be clean and sanitized. |  | |  | |  | |  |  | | |  | | |  |
| 1. All staff and personnel must wash their hands properly before handling, cooking or preparing any of the ingredients and food to be served. |  | |  | |  | |  |  | | |  | | |  |
| 1. Glass walls and doors (if applicable) must be wiped clean and sanitized inside and outside the premises of the restaurant. |  | |  | |  | |  |  | | |  | | |  |
| 1. Always keep clean and sanitize work station after preparing the food. |  | |  | |  | |  |  | | |  | | |  |
| 1. Staff in-charge of cleaning the tables once the customer leaves the restaurant must do the following: |  | |  | |  | |  |  | | |  | | |  |
| * 1. Remove all dishes which needs to be washed from the customer’s table you are going to clean. |  | |  | |  | |  |  | | |  | | |  |
| * 1. Place customer’s trash in [INSERT WHERE THE TRASH IS PLACED] before throwing them properly in the trash bin. |  | |  | |  | |  |  | | |  | | |  |
| * 1. Spray water on the tabletop in preparation on the wiping of the grease and spills left. |  | |  | |  | |  |  | | |  | | |  |
| * 1. Use white cloth damp from being soaked with sanitizer solution in wiping the table clean on tops, sides and beneath the tabletop. |  | |  | |  | |  |  | | |  | | |  |
| * 1. Spray chairs with disinfectant. |  | |  | |  | |  |  | | |  | | |  |
| * 1. Replace the white cleaning towel with a new one to be soaked in sanitizer solutions every [INSERT HOW MANY TIMES CLOTH IS BEING REPLACED FOR PROPER SANITATION] |  | |  | |  | |  |  | | |  | | |  |
| **RESTAURANT CUSTOMER SERVICE** | | | | | | | | | | | | | | |
| **TASKS TO BE DONE** | **SUN** | **MON** | | **TUE** | | **WED** | | **THU** | | **FRI** | | | **SAT** | |
| 1. As soon as the restaurant opens, a staff must be designated near the restaurant entrance to greet the customers upon them going in the premises. |  |  | |  | |  | |  | |  | | |  | |
| 1. A staff must ask the customers how many of them are eating and assist them into the prepared or set table especially senior citizens and customers with small children. |  |  | |  | |  | |  | |  | | |  | |
| 1. Temperature, music level, and lights give off the ambience of the restaurant. Thus, be sensitive with the customer’s dining comfort. |  |  | |  | |  | |  | |  | | |  | |
| 1. Take the orders of the customers once they have signaled you to do so. |  |  | |  | |  | |  | |  | | |  | |
| 1. Kitchen personnel must be fast and quick in preparing the food being ordered. |  |  | |  | |  | |  | |  | | |  | |
| 1. The service staff must properly deliver the food ordered to the table of the customer. |  |  | |  | |  | |  | |  | | |  | |
| 1. Staff of the restaurant must be on alert whenever the customers need something and you need to assist them with their concerns. |  |  | |  | |  | |  | |  | | |  | |
| 1. Properly send out the bill to the customer for payment and receive such with a reiteration of how much the customer has given. |  |  | |  | |  | |  | |  | | |  | |
| 1. Deliver the right change to the customer, if any. |  |  | |  | |  | |  | |  | | |  | |
| 1. Say thank you to the customers and encourage them come and visit your restaurant again. |  |  | |  | |  | |  | |  | | |  | |
| **STORAGE AND MAINTENANCE** | | | | | | | | | | | | | | |
| **TASKS TO BE DONE** | **SUN** | | **MON** | | **TUE** | | **WED** | **THU** | | | **FRI** | | | **SAT** |
| 1. Storage of ingredients, especially raw ones, must be set with the right temperature. |  | |  | |  | |  |  | | |  | | |  |
| 1. Perishable goods must not be stored and should be consumed or used in the food preparation procedures within the day. |  | |  | |  | |  |  | | |  | | |  |
| 1. All stainless steel cooking and kitchen utensils must be stored in a clean and sanitized [INSERT NAME OF STORAGE SPACE FOR THESE TOOLS/MATERIALS]. |  | |  | |  | |  |  | | |  | | |  |
| 1. Proper storage instructions as set by the restaurant management or owner must be followed. |  | |  | |  | |  |  | | |  | | |  |
| 1. Storage areas must be labeled accordingly to avoid confusion. |  | |  | |  | |  |  | | |  | | |  |
| 1. All the machines and equipment used in the various operations of the restaurant should be monitored and checked in its performance. |  | |  | |  | |  |  | | |  | | |  |
| 1. Proper usage of the machines and equipment used in the operations of the restaurant must be strictly followed. |  | |  | |  | |  |  | | |  | | |  |
| 1. [INSERT STATEMENT ON HOW EACH MACHINE/EQUIPMENT IS MAINTAINED TO OPTIMIZE ITS PERFORMANCE] |  | |  | |  | |  |  | | |  | | |  |
| 1. [INSERT STATEMENT ON HOW EACH MACHINE/EQUIPMENT IS MAINTAINED TO OPTIMIZE ITS PERFORMANCE] |  | |  | |  | |  |  | | |  | | |  |
| 1. [INSERT STATEMENT ON HOW EACH MACHINE/EQUIPMENT IS MAINTAINED TO OPTIMIZE ITS PERFORMANCE] |  | |  | |  | |  |  | | |  | | |  |
| **INVENTORY OF INGREDIENTS AND SUPPLIES** | | | | | | | | | | | | | | |
| **TASKS TO BE DONE** | **SUN** | | **MON** | | **TUE** | | **WED** | **THU** | **FRI** | | | **SAT** | | |
| 1. Keep a record of the inventory on the food ingredients and supplies you have stored at the start and at the end of restaurant business hours. |  | |  | |  | |  |  |  | | |  | | |
| 1. Monitor the inventory levels of the ingredients, supplies and products your restaurant is keeping. |  | |  | |  | |  |  |  | | |  | | |
| 1. If inventory is low for certain ingredients, supplies or products, schedule a delivery from the suppliers. |  | |  | |  | |  |  |  | | |  | | |
| **CLOSING OF THE RESTAURANT FOR THE DAY** | | | | | | | | | | | | | | |
| **TASKS TO BE DONE** | **SUN** | **MON** | | **TUE** | | **WED** | | **THU** | | **FRI** | | | **SAT** | |
| 1. Be sure that all machines and equipment are shut down and unplugged from the outlet. |  |  | |  | |  | |  | |  | | |  | |
| 1. Make sure that all products have been properly stored and sealed. |  |  | |  | |  | |  | |  | | |  | |
| 1. Clean all the floors in all the areas of the restaurant most especially the kitchen area. |  |  | |  | |  | |  | |  | | |  | |
| 1. All working areas or stations must be thoroughly cleaned and sanitized to avoid the occurrence of pests. |  |  | |  | |  | |  | |  | | |  | |
| 1. Check restrooms for cleanliness and proper restocking of necessary restroom supplies. |  |  | |  | |  | |  | |  | | |  | |
| 1. Dispose of all the garbage of all the trash bins in your restaurant and replace them with clean garbage bags. |  |  | |  | |  | |  | |  | | |  | |
| 1. Be sure that all the money in the register is accounted for and that the cash is properly secured for deposit the next day. |  |  | |  | |  | |  | |  | | |  | |
| 1. Close all entrances and exits of the restaurant and turn off all the lights excluding the signage and lights outside of your restaurant. |  |  | |  | |  | |  | |  | | |  | |