

# Restaurant Daily Opening Checklist

By Checklister

- Person Opening restaurant** Who is opening the restaurant and responsible for completing this checklist
- Opening time** Record the time you opened
- Check Exterior** Inspect the exterior of the restaurant for safety, cleanliness and any issues.
- Check Interior** Inspect the interior of the restaurant for cleanliness and any issues.
- Check Kitchen Equipment** Verify that all kitchen equipment is operational.
  - Check Ovens** Ensure all ovens are clean and functioning properly.
  - Check Refrigerators** Verify the condition and temperature of all refrigerators.
- Safety Checks** Perform safety checks for various areas in the restaurant.
  - Fire Extinguishers** Check the location and condition of fire extinguishers.
  - Emergency Exits** Ensure all emergency exits are unobstructed and functional.
- Temperature Checks** Verify the temperature of refrigerated and heated storage.
  - Refrigerator Temperature** Check and record the temperature inside each refrigerator.
  - Heating Equipment Temperature** Check and record the temperature of heating equipment.
- Stock Inventory** Verify stock levels and replenish if necessary.
  - Food Supplies** Check and restock food supplies.
  - Beverage Supplies** Check and restock beverage supplies.
  - Cleaning Supplies** Check and restock cleaning supplies.
- Employee Assignments** Assign tasks to employees for the day.
  - Front of House** Assign tasks related to the front of the restaurant.
  - Back of House** Assign tasks related to the kitchen and back areas.
- Open Cash Registers** Ensure all cash registers are operational and properly stocked.
  - POS Systems** Verify the functionality of the Point of Sale (POS) systems.
  - Cash Handling** Review cash handling procedures with the staff.
- Set Up Dining Area** Arrange tables and chairs in the dining area.
  - Clean and Sanitize Tables** Ensure all dining tables are clean and sanitized.
- Check Restrooms** Inspect and clean restrooms.
  - Restroom Supplies** Check and restock restroom supplies.
- Open Outdoor Seating** If applicable, set up and clean outdoor seating area.
  - Inspect Outdoor Furniture** Check the condition of outdoor furniture.

- Daily Specials** Discuss and display the daily specials.
- Staff Briefing** Conduct a brief meeting with staff to discuss the day's plan.
- Open for Business** Officially open the restaurant for the day.