



Liquid Recovery Solutions

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# Restaurant Opening and Closing Checklist



# Introduction

The daily operations of a restaurant involve intricate processes that may surprise outsiders. From table setup to final accounting, the restaurant schedule often seems to defy conventional time constraints.

Industry professionals recognize the critical need for efficiency in daily routines. A well-structured opening and closing checklist can significantly alleviate front-of-house (FOH) management stress. Such guidelines promote staff accountability and clarify procedural expectations. They also facilitate smoother onboarding for new hires and serve as a safeguard against oversight for experienced team members.

To address these needs, we've developed a comprehensive Restaurant Opening and Closing Checklist. This resource covers essential daily tasks for FOH and bar areas, encompassing cleaning, preparation, safety measures, and financial procedures.

**This versatile checklist can be utilized digitally or displayed in print format at key locations throughout your establishment.** We encourage you to tailor it to your specific business requirements, then distribute and train your staff accordingly.

A systematic approach to opening can set a positive tone for the entire shift, while thorough closing procedures lay the groundwork for the next day's success.

**Note:** This information is provided for general guidance only and should not be construed as legal, accounting, tax, HR, or other professional advice.

Compliance with applicable laws and regulations remains the responsibility of the business owner. For situation-specific advice, please consult with the appropriate professional advisor.





# Front-of-House

## Opening Checklist

Guest interactions primarily occur through front-of-house staff, making their preparedness crucial. A well-organized start to the day sets the foundation for exceptional customer service.

### CLEANING:

- Disinfect high-touch areas: door handles, railings, seats, and tabletops.
- Sanitize shared condiment containers typically found on tables.
- Clean windows and glass doors to remove fingerprints and smears.
- Inspect each table setting for cleanliness and proper setup.
- Verify bathroom cleanliness and tidy as needed.
- Empty all trash receptacles.

### DRINKS:

- Wipe down the bar. Clean and empty garnish trays.
- Wipe down bottles and speed rails.
- Run barware through the dishwasher and restock the bar with
- Clean glasses.
- Clean soda guns.
- Empty and sanitize ice wells.
- Set up mise en place at the bar.
- Restock liquor.

### SAFETY:

- Check the exterior of the restaurant for debris.
- Turn on open signs and lights. Unlock the front door.
- Set music volume, lighting, and room temperature accordingly.

# Front-of-House Prep Checklist

## ORGANIZATION:

- Clock in
- Prepare table settings
- Replenish condiments and table essentials
- Verify menu availability
- Boot up POS system
- Update POS with daily specials
- Check and replace receipt paper
- Review day's bookings and events



### Tackle your dirtiest to-do list

Need a comprehensive cleaning strategy? Get our full Restaurant Cleaning Checklist, covering daily, weekly, and monthly tasks for all areas - front of house, bar, and kitchen.

Learn more: [pos.toasttab.com/resources/restaurant-cleaning-checklist](https://pos.toasttab.com/resources/restaurant-cleaning-checklist)

# Front-of-House

## Closing Tasks

The final customer has departed, but our work isn't finished. Before we close up shop, let's tackle these crucial end-of-day tasks:



### CLEANING:

- Clean tables, chairs; flip chairs onto tables
- Remove/clean bar mats; clean under grates
- Sweep, mop floors; vacuum rugs
- Replace bar mats; align tables to floor plan
- Empty server station rag buckets
- Clean checkbooks, coffee/tea makers
- Clean soda machine and beer taps
- Clean/restock bathrooms
- Empty all guest trash cans
- Wipe bar, host stand, POS devices/stations
- Polish glasses; roll silverware
- Clean menus
- Shine glass surfaces and windows
- Gather laundry
- Take out garbage
- Turn off dining room lights
- Turn off bar lights
- Final walk-through check

# Front-of-House Closing Checklist



## DRINKS:

- Pull out pouring spouts from liquor bottles and clean them;
- close the bottles. Seal any open wine bottles. Restock the
- fridges with any canned drinks. Restock inventory on liquor
- bottles and mixers. Burn the ice and make sure it drains out
- fully. Refill bar garnishes. Restock all beer kegs.
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## SAFETY:

- Lock alcohol cabinets, if used. Lock the door to
- any restricted areas. Check the temperatures
- of refrigerators and the walk-in. Ensure no
- food is left out. Properly put away sharp
- kitchen tools. Turn off open signs and lights.
- Close all windows. Lock all doors and set the
- security system.
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## ORGANIZATION:

- Put all menus in the menu holder. Refill the
- napkin dispensers. Refill salt and pepper
- shakers. Make a note of anything the next
- shift needs to know. Punch out.
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# USED COOKING OIL COLLECTION SERVICES

Efficient and user-friendly, Liquid Recovery Solutions' used cooking oil collection service can be tailored to your restaurant's specific requirements. Our streamlined process is quick to understand and simple to implement, ensuring a smooth integration into your kitchen's workflow. As your business evolves, our dedicated support team is available around the clock to assist you, making sure our service grows alongside your needs. With Liquid Recovery Solutions, managing your used cooking oil becomes a hassle-free part of your restaurant operations.

**VIST OUR WEBSITE TODAY**