

Restaurant Daily Closing Checklist

Date: _____

Front of House	Check when Complete	Notes
Wipe down and sanitize all seats and surfaces		
Flip chairs on top of tables		
Wipe down the bar, host stand, and any POS tablets		
Wipe down all menus and checkbooks		
Wipe down glass doors to remove fingerprints		
Refill any condiments and napkin dispensers		
Remove and clean non-slip mats behind the bar		
Pull up grate and clean spills underneath		
Sweep, vacuum, and/or mop all floors		
Put non-slip mats back		
Empty rag buckets at server station		
Empty and clean coffee makers		
Clean and sanitize soda dispensers		
Clean and plug beer taps		
Clean guest bathroom and restock as needed		
Polish glasses and roll silverware		
Close out the register		
Take out the trash		
Close all windows		
Turn off the lights and music		
Adjust thermostat		

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Back of House	Check when Complete	Notes
Remove non-slip mats and clean them		
Sweep and mop all floors		
Put back non-slip mats		
Empty kitchen trash cans		
Wash and/or sanitize all cooking utensils, cutting boards, pans, etc.		
Empty the dishwasher		
Clean and sanitize all prep areas and line stations		
Scrub the flattop and change fryer oil		
Clean and restock the employee bathroom		
Tidy the break room		
Take stock of inventory and adjust any orders		
Consolidate containers of the same foods		
Date and label all food that hasn't been dated or labeled		
Rotate inventory in fridge (first in, first out)		
Restock all line stations		
Ensure all perishable foods are properly stored		
Check the temperature of freezers and fridges		
Check that the walk-in and any other fridges or freezers are shut tight		
Turn off all heaters, ovens, and gas stoves		
Make sure all other equipment and appliances are turned off		
Make prep list for tomorrow's prep cook		
Lock back doors		

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Restaurant Manager	Check when Complete	Notes
Build and post the staff schedule for the next day		
Check clock-in and clock-out times		
Fill out manager log book		
Run end of day reports through the POS		
Compare POS sales report with the money in the register and credit card receipts		
Confirm that the cash registers are balanced		
Make sure any outstanding bills are paid (rent, utilities, etc.)		
Make sure payroll is paid		
Tidy the back office		
Log off and turn off computers		
Lock POS system		
Activate the security system		
Lock doors		