

Restaurant Daily Opening Checklist

Date: _____

Front of House	Check when Complete	Notes
Turn on lights and music		
Adjust thermostat		
Turn on POS system		
Sign in or punch in		
Take count of any money in the register		
Sweep or vacuum floors		
Empty trash bins		
Clean and sanitize all windows, tables, and surfaces		
Adjust tables and chairs as needed		
Ensure all linens are cleaned, ironed, and folded		
Set tables with place settings		
Restock or refill tabletop items (i.e. salt, pepper, sugar, etc.)		
Inspect walls and curtains for any visible spots		
Clean the bathrooms and make sure any essentials are restocked (i.e. hand soap, toilet paper, etc.)		
Stock every station with clean glassware and silverware		
Set up mis en place at bar		
Restock liquor at bar		
Ensure the side station is stocked and stacked		
Fill water pitchers		

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Back of House	Check when Complete	Notes
Wipe food preparation areas		
Chop ingredients for kitchen stations		
Add necessary tools and equipment to each station		
Restock incoming inventory		
Take stock of incoming items		
Put incoming inventory in proper storage spaces		

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Date: _____

All Staff	Check when Complete	Notes
Review the staff schedule and make adjustments as necessary		
Set agenda for the staff meeting		
Establish goals for the day		
Review the daily specials		
Review menu items		
Staff tasting of new menu items		