

OPENING MANAGER CHECKLIST

Manager on Duty: _____ Date: _____ Shift Start: _____

BEFORE STAFF ARRIVES

☐ Retrieve cash drawer and count opening bank - Record in logbook Opening Bank: \$ _____ . _____ Date: _____ Initials: _____	Notes: _____
☐ Read logbook from previous shift and flag anything requiring follow-up	Notes: _____
☐ Check voicemail and email for last-minute reservations or issues	Notes: _____
☐ Confirm today's staffing against the schedule - note any call-outs and make changes if necessary	Notes: _____
☐ Verify all exterior doors and security systems are properly reset	Notes: _____

DINING ROOM & FOH SETUP

☐ Walk the dining room - check under every table for unswept dirt/crumbs, and that every table setting is set to standard	Notes: _____
☐ Verify correct music/audio and lighting is at correct level for open, and all tvs are turned on to approved channels (if applicable)	Notes: _____
☐ Confirm host stand is stocked (menus, writing utensils, reservation system, cleaning supplies)	Notes: _____
☐ Test all POS terminals are in working order and confirm all printers have paper and backstock	Notes: _____
☐ Check that server stations are fully stocked, cleaned, and free of any personal items or food	Notes: _____
☐ Verify ADA compliance - no obstructions in pathways or seating areas	Notes: _____

BAR READINESS

☐ Verify bar is fully set up before service (glassware, garnishes, ice, proper menus)	Notes: _____
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☐ Confirm speed rail is stocked - check levels of high-volume spirits, infusions, syrups and juices	Notes:
☐ Test taps and confirm all draft lines are running properly and are clean	Notes:
☐ Check 86 list from last night with bar - confirm what's available today and communicate with proper team	Notes:
☐ Verify POS bar tabs are cleared from previous shift and opening bank is counted and correct	Notes:
KITCHEN COORDINATION	
☐ Touch base with chef or opening cook - review specials and 86 list	Notes:
☐ Confirm walk-in and line temps are within safe range - log readings	Notes:
☐ Verify all stations are prepped to par before service begins	Notes:
☐ Confirm dining room and kitchen are on the same timeline for first reservation	Notes:
☐ Review any allergy or dietary notes flagged on today's reservations	Notes:
TEAM READINESS	
☐ Confirm all scheduled staff are clocked in (or have checked in) on time	Notes:
☐ Run pre-shift meeting - specials, 86 list, section assignments, teaching point	Notes:
☐ Confirm section assignments and cover counts with host team	Notes:
☐ Assign and confirm sidework responsibilities	Notes:

CLOSING MANAGER CHECKLIST

Manager on Duty: _____ Date: _____ Last Guest Out: _____

END OF SERVICE - FLOOR

☐ Confirm last guest is out of the dining room; check restrooms	Notes:
☐ Oversee full dining room breakdown (tables reset, chairs pushed in, floors swept and mopped)	Notes:
☐ Verify all side work is complete before any server is dismissed	Notes:
☐ Collect and count any physical cash tips if applicable	Notes:
☐ Cash out all servers - verify tip reporting and tip out to support staff	Notes:

BAR CLOSE

☐ Verify bar top is broken down and wiped; all glassware washed and stored	Notes:
☐ Check that all taps are cleaned & closed; all caps on liquor bottles; trash is removed	Notes:
☐ Check that all tabs are closed - Count and record closing bar bank or cash for deposit	Notes:
☐ Confirm cooler and storage are stocked correctly for opening	Notes:
☐ Log any product shortages or special orders needed	Notes:

KITCHEN COORDINATION

☐ Verify kitchen passed all close requirements from BOH manager or cook	Notes:
☐ Check that walk-in and reach-in doors are fully closed	Notes:
☐ Confirm all food is properly labeled, dated, and stored	Notes:

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☐	Log any equipment issues or repair needs	Notes:
☐	Note any items that need to be ordered or prepped for tomorrow	Notes:
SECURITY & SAFETY		
☐	Lock all exterior doors - verify each one physically	Notes:
☐	Confirm alarm is set (or hand off to final person) before leaving	Notes:
☐	Check that all ovens, fryers, and heating equipment are off or in hold	Notes:
☐	Walk the parking lot - note anything that needs attention	Notes:
☐	Verify surveillance system is running and recording	Notes:
END OF NIGHT ADMIN		
☐	Run end-of-day Z report from POS - attach to nightly log	Notes:
☐	Count and verify closing cash drawer; prepare deposit	Notes:
☐	Write full shift log: notable incidents, 86 items, staffing issues, guest feedback	Notes:
☐	Note anything the opening manager needs to know tomorrow	Notes:
☐	Review reservation count for tomorrow and flag any large or special parties	Notes:
CLOSING SIGN-OFF		
☐	Final walk of building - lights, water, exits locked & confirmed	Notes: