Restaurant Closing Checklist

Restaurant Kitchen Cleaning Checklist

Kitchen Closing:

[ ] Turn off all cooking equipment and appliances.
[ ] Clean and sanitize all food preparation surfaces, including countertops and cutting boards.
[ ] Wash and sanitize all kitchen utensils, pots, pans, and cookware.
[ ] Properly store all perishable food items in refrigerators or freezers.
[ ] Label and store food items for the next day's use.
[ ] Dispose of any food waste and empty trash bins.
[ ] Clean and sanitize the sink area and kitchen equipment.
[ ] Ensure all cleaning supplies are properly stored.

Dining Area Closing:

[ ] Clear and clean all tables, chairs, and condiment holders.
[ ] Sweep and mop the dining area floor to remove debris and spills.
[ ] Sanitize all high-touch surfaces, such as menus, door handles, and light switches.
[ ] Restock supplies for the next day, including napkins and utensils.
[ ] Properly store any leftover food items or ingredients.
[ ] Check restrooms and restock essential supplies, such as soap and paper towels.
[ ] Turn off all unnecessary lights and ensure the dining area is secure.

Cash Management:

[ ] Balance and close the cash register.
[ ] Secure the day's cash and deposits in a designated safe.
[ ] Verify credit card transactions and reconcile any discrepancies.
[ ] Ensure that all payment methods are functioning correctly.

Staff Duties:

[ ] Assign specific closing tasks to staff members and ensure they are completed.
[ ] Conduct a final staff meeting to communicate any important updates or notes for the next day.
[ ] Verify that all employees have clocked out and completed their respective duties.

Security and Safety:

[ ] Close and lock all exterior doors and windows.
[ ] Set the security alarm system, if applicable.
[ ] Check all areas for any safety hazards or potential security issues.
[ ] Ensure that emergency exits are clear and accessible.

Additional Tasks:

[ ] Review reservations and prepare for the next day's bookings.
[ ] Double-check inventory levels and make a note of any items that need restocking.
[ ] Check for any required maintenance or repairs and report them to the appropriate team.