

# Restaurant Opening Checklist



# Opening a Restaurant Checklist

## 1. Pre-Opening Preparations:

- Unlock and disarm the restaurant's security system.
- Check for any overnight security or safety issues.
- Turn on all necessary lights and ensure proper lighting throughout the restaurant.
- Set up the restaurant's POS system and ensure it is functioning correctly.
- Check that all required supplies and inventory are available for the day's operations.

## 2. Kitchen and Food Preparation:

- Turn on kitchen equipment and allow it to reach the appropriate operating temperatures.
- Conduct a thorough inspection of the kitchen for cleanliness and proper organization.
- Prepare food ingredients and ensure they are properly stocked and labeled.
- Check the freshness and quality of perishable food items.
- Set up workstations and ensure all necessary utensils and tools are available.

## 3. Dining Area and Bar Setup:

- Check and arrange tables and seating in the dining area.
- Ensure dining tables are clean, properly set, and have adequate condiments.
- Check the cleanliness and organization of the bar area.
- Restock the bar with beverages and supplies as needed.
- Verify that glassware and cutlery are clean and polished.

## 4. Staff Briefing and Assignments:

- Conduct a pre-shift meeting to communicate the day's specials and menu changes.
- Assign sections and responsibilities to servers and other staff members.
- Review any specific customer requests or special events for the day.
- Emphasize the importance of excellent customer service and teamwork.

## 5. Health and Safety Compliance:

- Ensure that all staff members are wearing proper personal protective equipment (PPE).
- Check for any potential safety hazards in the restaurant and address them promptly.
- Verify that handwashing stations are well-stocked and accessible.
- Conduct temperature checks for all staff members as part of COVID-19 safety protocols.
- Confirm that all necessary food safety practices are being followed.

## 6. POS and Cash Handling:

- Balance and set up the cash register and change drawer.
- Confirm that all payment methods (credit cards, cash, etc.) are functioning correctly.
- Prepare float money for cashiers and ensure adequate change is available.
- Verify that the restaurant has sufficient petty cash for daily expenses.

## 7. Opening Tasks and Maintenance:

- Open windows and doors (if weather permits) to allow fresh air circulation.
- Check and adjust thermostat settings for comfort.
- Ensure that restrooms are clean and well-stocked with necessary supplies.
- Conduct a general inspection for any maintenance issues and address them promptly.
- Verify that all promotional materials and menus are up-to-date and displayed correctly.

## 8. Reservation and Waiting List:

- Check and confirm any advanced reservations for the day.
- Set up a waiting list system (if applicable) to manage walk-in customers.
- Greet waiting customers warmly and provide an estimated wait time.

## 9. Final Checks:

- Ensure that all staff members are in their assigned positions and ready to start.
- Review the restaurant's daily specials with the kitchen and bar staff.
- Double-check the readiness of the dining area for guests.
- Communicate any last-minute updates or changes to the team.