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.

This Restaurant Opening Checklist was created by Connecteam - the easiest way to manage your employees in one place.
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.