



Restaurant Night Closing Checklist

Front-of-House Closing Checklist:

- Clean tables and chairs.
- Flip chairs onto tables.
- Clean non-slip mats behind the bar.
- Pull up the grate and clean spills underneath.
- Sweep and mop the floor.
- Ensure non-slip mats are placed back.
- Arrange tables according to the floor plan.
- Empty rag buckets at the server station.
- Wipe down checkbooks.
- Empty and clean coffee and iced tea makers.
- Disassemble the soda machine and clean the bottom well.
- Clean and plug beer taps.
- Clean and restock the guest bathroom.
- Empty trash cans, including the bathroom, and dispose of garbage.
- Wipe down the bar, host stand, and POS tablets and stations.
- Polish glasses and roll silverware.
- Shine glass surfaces and windows.
- Turn off the dining room lights.
- Turn off all bar lights.

For Drink Station and Refrigerators:

- Wipe down and dry soda fountains.
- Empty and clean tea and coffee urns, water bottles, or other drink canisters.
- Restock water glasses, coffee mugs, and cups while wiping for fingerprints or watermarks.

Safety and Security:

- Lock doors to restricted areas.
- Follow safety and security system procedures, including alarms and locks.



Restocking:

- Wipe down and return menus to holders.
- Refill napkin dispensers.
- Refill salt and pepper shakers.
- Refill sauces or condiments.

Financial Procedures:

- Ensure all reported tips are accounted for, and tip-out is distributed.
- Close out the floor register and store it securely.

Closing Bar Checklist:

- Clean pouring spouts from liquor bottles and close them.
- Seal any open wine bottles.
- Restock fridges with canned drinks.
- Replenish inventory of liquor bottles and mixers.
- Burn ice and ensure proper drainage.
- Refill bar garnishes.
- Restock all beer kegs.
- Lock bar cash register and store cash securely.
- Lock alcohol cabinets if used.

Back-of-House Closing Checklist:

- Remove and clean non-slip mats.
- Sweep and mop the kitchen floor.
- Reinstall non-slip mats.
- Empty kitchen trash cans into the dumpster.
- Wash and sanitize cooking utensils, cutting boards, and hotel pans.
- Clean prep areas and line stations.
- Scrub kitchen equipment, including flattop, grill, and ovens.
- Change fryer oil.
- Clean and restock the employee bathroom.
- Tidy up the break room.



Food Safety Procedures:

- Double-check inventory and adjust orders.
- Consolidate containers of the same foods.
- Put away any leftover deliveries received during the day.
- Date and label all food items.
- Discard contents of containers older than five days in the walk-in fridge.
- Restock all line stations.
- Ensure perishable foods are stored in the walk-in fridge or freezer.
- Ensure proper closure of walk-ins, fridges, and freezers.
- Create a prep list for the next day's prep cook.

Organizational Best Practices:

- Organize walk-in and dry storage areas according to food safety standards.
- Rotate inventory in the fridge using the FIFO (first in, first out) rule.
- Empty the dishwasher and return items to their designated places.

General Manager's Duties:

- Walk through the entire restaurant to ensure cleanliness.
- Collect linens and prepare them for washing.
- Express gratitude and bid farewell to each employee.
- Verify employee clock-in and clock-out times.
- Fill out the manager logbook for any notable incidents during the shift.
- Build and post the staff schedule.
- Respond to emails, reviews, and social media posts.
- Tidy up the back office.
- Organize incoming deliveries.
- Attend any outstanding paperwork.
- Plan for upcoming equipment maintenance.
- Compare sales reports from the POS system with cash in the register and credit card receipts.
- Generate a report on the day's sales data.
- Address any outstanding checks or orders.
- Make deposits.
- Review voids or comps.



- Pay any due bills.
- Ensure the office is locked, the computer is off, and password protection is active.
- Double-check that all exits are locked.
- Set the building alarm before leaving.

Safety Procedures:

- Verify the temperature of the freezer and fridge.
- Turn off heaters, ovens, and gas stoves.
- Properly store sharp kitchen tools.
- Turn off all equipment.
- Ensure employee lockers are securely locked.