

BACK OF HOUSE CHECKLIST

Opening Checklist

- Turn on Lights & Equipment
- Unlock Coolers, Freezers, & Dry Storage
- Complete Morning Inventory List
- Establish Prep List for the Day
- Assign Prep Tasks to Crew
- Post Items that are not Available
- Check Temperatures on Reach-in Line
 - Must be 40 degrees or lower
- Clean & Sanitize Line Coolers
- Clean & Sanitize Cooking area after Prep
- Load Printer Paper or Turn on POS Screen
- Make Sure Plates are ready for Shift
 - Warm Plates
 - Chilled Plates
- Have a Pre-Shift Meeting with FOH

*This information is for guidance only. Please consult the CDC and your states health department for up-to-date practices.

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BACK OF HOUSE CHECKLIST

Closing Checklist

- Turn Off All Equipment
- Pack Up All Food From Reach-In Line
 - Label with Date
 - Store in Freezer or Fridge
 - Rotate Containers Appropriately
- Clean & Sanitize All Surfaces
 - Walls & Doors
 - Racks, Hinges, Gasket Seals
 - Walk-In Cooler and Freezer
 - Reach-In Line
 - Shelves & Tables
 - Clean & Empty Grease Catches
- Take All Dirty Dishes to Dish Area
- Make a List for Food Order
- Lock All Coolers & Freezers
- Empty All Trash Cans, Clean & Sanitize
- Clean & Organize Dry Storage
- Make Sure All Doors are Locked before Leaving

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