

# FRONT OF HOUSE CHECKLIST

## Opening Checklist

- Turn on Lights
- Turn on POS System
  - Sign in
  - Refill Receipt Paper
- Count Money in Register
- Clean & Sanitize Menus
- Sweep, Vacuum & Sanitize Floors
- Clean & Sanitize Dining Area
  - Tables & Chairs
  - Bar & Stools
- Set-Up Beverage Stations
- Make Sure Tables are Ready for Service
- Stock To-Go Area
- Check Reservation Book
- Check with Kitchen about Daily Specials
- Check with Kitchen about Unavailable Items
- Turn on Open Sign

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

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# FRONT OF HOUSE CHECKLIST

## Closing Checklist

- Flip sign to Closed
- Clean & Sanitize Doors and Windows
- Clean & Sanitize Menus
- Sweep, Vacuum & Sanitize Floors
- Clean & Sanitize Dining Area
  - Tables & Chairs
  - Bar & Stools
- Tear-Down Beverage Stations
  - Empty Pitchers
  - Clean & Sanitize Coffee Station
- Make Sure No Food is Left Out
- Fill Condiments
- Fill Salt, Pepper, & Sugar Packets
- Close Out Register
- Make any Necessary Notes for Opening Crew
- Lock ALL Doors

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