



## Opening Checklist

### Front of House

- Fold napkins and place table settings
- Assure that trash bins are empty
- Restock tabletop necessities (sugar packets, ketchup, mustard, etc)
- Set up mis en place at bar
- Restock liquor at bar
- Stock bar with clean glassware
- Check registers to see that they have been properly cleared

## Closing Checklist

### Front of House

- Clean and sanitize the windows, tables, and all surfaces
- Sweep and vacuum floors
- Clean the bathroom thoroughly
- Close register and tip out

### Back of House

- Chop ingredients for kitchen stations
- Put tools at each station
- Put food in proper places
- Check what ingredients are running low
- Restock incoming inventory and put it in its proper place in storage or kitchen
- Set music volume, lighting level, and thermostats, and unlock the front door

### Back of House

- Sweep and mop kitchen and bar floors
- Empty all trash bins and bring to the dumpster
- Turn off music system and lights.
- Set thermostat to night setting
- Lock all doors