

Restaurant Manager's Closing Checklist

Closing Task	Initial When Complete
1. Cut labor as business slows, leaving enough for closing tasks.	
2. Check with kitchen manager to be sure all food orders have been completed.	
3. Check that all employees' side-work tasks are satisfactorily complete.	
4. Collect all server check-out sheets, cash drawers and tip reports.	
5. Count the safe.	
6. See that server stations, bar and other areas are re-stocked where needed.	
7. Close kitchen and bar at scheduled closing times.	
8. Lock front door after all guests have departed.	
9. Check restrooms for lingering guests, cleanliness and trash.	
10. Turn off sound system and any lights not being used.	
11. Be sure bartender cleans and stocks bar for next shift.	
12. Be sure bussers complete their closing cleaning tasks.	
13. Be sure all kitchen staff have completed their closing tasks. Make sure kitchen manager is satisfied.	
14. Balance check-out sheets, send credit card report and record daily sales information.	
15. Fill out manager's log for the next day's manager to read	
16. Make sure safe is locked.	
17. Lock liquor storage room, walk-in coolers and storage rooms.	
18. Lock manager's office and all doors leading outside.	
19. Turn off all lights.	
20. Set alarm, exit building (in pairs or group) and lock front door.	