

Restaurant Manager's Opening Checklist

Opening Task	Initial When Complete
1. Check building exterior as you approach. Be on the lookout for broken windows, loitering strangers or other signs of burglary, as well as any litter or debris.	
2. Unlock doors, enter building and disarm the alarm system.	
3. Turn on lights as needed.	
4. Check overall appearance of kitchen and dining room. Be sure all closing tasks were completed to standard	
5. Check the manager's log for events, incidents and information from previous night.	
6. Check to be sure all employees punched out appropriately from the previous night, and check labor hours.	
7. Be sure there the enough employees scheduled for the day's shifts.	
8. Check email and voice messages.	
9. Be sure all equipment, especially refrigerators and freezers, are properly functioning.	
10. Be sure food orders are accurate, and double check inventory levels to be sure the restaurant is prepared for the daily operations.	
11. Prepare for employees to arrive. Unlock employee entrance.	
12. Oversee employees as they punch in, and be sure they are dressed appropriately for the shift.	
13. Assign opening kitchen workers their opening duties and side-work duties for the shift.	
14. Verify specails and soup of the day with chef.	
15. Count the safe and assign cash drawers where needed.	
16. Check deposit slips and be sure all cash is in order from previous day's sales.	
17. Review reservations book with host or hostess, making appropriate plans and changes for large parties or events.	
18. Be sure all opening duties have been completed.	
19. Turn on all lights and sound system for music.	
20. Give staff an instructional, energizing pep talk to all opening staff members.	
21. Unlock entrance and be prepared to open at scheduled time.	