



restaurant

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BACK OF HOUSE CHECKLIST

OPENING CHECKLIST

- Turn on lights and equipment.
- Unlock coolers, freezers, dry storage area, and loading dock door.
- Turn on dish machine.
- Complete morning inventory checklist.
- Establish prep list for daily production.
- Assign prep tasks to line cooks.
- Issue side towels and aprons to team.
- Check for leftover items that can be used for specials.
- Post items that are not available.
- Pull all needed prep items for stations at one time to prevent back and forth in walk-in cooler and freezer.
- Check temperatures on reach-in line coolers to make sure they are 40 degrees or lower to safely hold food for shift.
- Clean and sanitize line coolers before service.
- Clean and sanitize cooking area after prep to prepare for cooking and service.
- Gather hand tools, sauté pans etc. for stations.
- Make sure printer paper is loaded or P.O.S. screen is on and ready for orders.
- Make sure plates for service are chilled or warmed and on station.
- Have a pre-shift meeting with front and back of the house to discuss daily specials.
- Assign a line cook to receive and put away any incoming deliveries.

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BACK OF HOUSE CHECKLIST

CLOSING CHECKLIST

- Turn all equipment off.
- Remove all food from reach-in line coolers to put in fridge or freezer for overnight storage.
- Make sure all food removed from line coolers is wrapped and labeled with date for stock rotation.
- Check food in walk in cooler and freezer to organize, label and date for stock rotation.
- Clean and sanitize floors, doors, racks, gasket seals, hinges and walls of walk in cooler and freezer.
- Clean and sanitize reach-in line coolers including gasket seal and hinges.
- Clean and sanitize shelving, tables, work areas and line area of kitchen.
- Empty, clean and sanitize all grease catches on equipment and replace.
- Bring all dirty pans to three compartment sinks.
- Bring dirty dishes and hand tools to dish room.
- Put together order for food delivery needs.
- Check with dishwasher and front of house for any needs.
- Lock all coolers and freezers.
- Make sure trash cans have been emptied and cleaned and sanitized.
- Make sure lid of dumpster is closed.
- Make sure dry storage area is clean and organized.
- Make sure to lock and arm exit doors.

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