

Manager's Closing Checklist

Manager _____

Date _____

DONE		ACTION	COMMENTS
	1.	After business has slowed, cut appropriate labor. <input type="checkbox"/> Bus staff / dish room <input type="checkbox"/> Servers <input type="checkbox"/> Host <input type="checkbox"/> Bartender <input type="checkbox"/> Kitchen - line <input type="checkbox"/> Kitchen - prep	
	2.	Check with chef/kitchen manager to ensure all ordering has been completed. <input type="checkbox"/> meat <input type="checkbox"/> seafood <input type="checkbox"/> produce <input type="checkbox"/> dairy	
	3.	Check server sidework and closing duties prior to collecting check-outs.	
	4.	Restock all liquor to bar using pull sheets.	
	5.	Record all items issued in liquor running inventory.	
	6.	Close kitchen (never close prior to posted closing times).	
	7.	Close bar one hour after dining room is closed or as business dictates.	
	8.	Once customers have left the building, lock front door.	
	9.	Check restrooms to be certain they are empty, clean and free of debris.	
	10.	Check remaining staff sidework and closing duties. Collect all remaining server check-out sheets.	
	11.	Close bartender comps, collect drawer and complete check-out using a blind check-out sheet.	
	12.	Complete safe audit.	

Manager's Closing Checklist - continued

	13.	Make up bar bank for next shift.	
	14.	Turn off all sound equipment and cover amps and boards.	
	15.	Have bartender clean and stock bar.	
	16.	Check the bar pars.	
	17.	<p>Check out the bus staff closing functions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chairs and tables in correct place <input type="checkbox"/> Trash removed, receptacles sanitized nightly <input type="checkbox"/> Ashtrays cleaned <input type="checkbox"/> All glassware cleaned and stocked <input type="checkbox"/> All bus stations cleaned and stocked <input type="checkbox"/> All dust pans cleaned and hung with brooms <input type="checkbox"/> NOTHING LEFT ON THE FLOOR ANYWHERE 	
	18.	Run all register closing reports. Be certain there are no open checks.	
	19.	<p>Check out kitchen with chef/kitchen manager -</p> <ul style="list-style-type: none"> <input type="checkbox"/> Floor clean <input type="checkbox"/> Equipment turned off <input type="checkbox"/> Dish area cleaned and organized <input type="checkbox"/> Dish machine drained and cleaned <input type="checkbox"/> Walk-ins cleaned, products properly stored (wrapped and iced) and locked <input type="checkbox"/> Back door locked and secured <input type="checkbox"/> All trash emptied and trash receptacles sanitized <input type="checkbox"/> Floor mats cleaned, sanitized and hung to dry <input type="checkbox"/> Employee changing room cleaned and organized <input type="checkbox"/> All brooms and mops hung, mop buckets emptied <input type="checkbox"/> NOTHING LEFT ON THE FLOOR ANYWHERE 	
	20.	Be sure all departmental nightly or weekly special duties have been completed.	
	21.	Complete the manager's check-out sheet.	