

Restaurant Opening Checklist

Form Template Free

Date: _____

Shift Manager: _____

Front of House

Task Description	Completed	Notes
Turn on all lights	[]	_____
Inspect and clean entrance	[]	_____
Set up hostess stand	[]	_____
Arrange dining tables and chairs	[]	_____

Bar Area

Task Description	Completed	Notes
Check and stock bar supplies	[]	_____
Clean and organize bar area	[]	_____
Prepare garnish and mixers	[]	_____

Back of House

Task Description	Completed	Notes
Turn on kitchen equipment	[]	_____
Check and refill condiments	[]	_____
Prepare cooking stations	[]	_____
Verify food deliveries	[]	_____

General Tasks

Task Description	Completed	Notes
Check and set thermostat	[]	_____
Review daily special and menu items	[]	_____
Brief staff on daily schedule	[]	_____

Manager Signature: _____

Date: _____