

OPENING CHECKLIST
HOODS - ON
EQUIPMENT ON AS NEEDED
SET UP SANI-BUCKET AND SPRAY
CHECK SOAP AND TOWELS DISPENSERS IN KITCHEN AND BATHROOM, ENOUGH FOR TODAY?
SANITIZE WORK STATION
CHECK AND RESTOCK APPETIZER FREEZER AND WALK-IN COOLER AS NEEDED
RESTOCK LINE REACH-INS, SALAD REACH-IN AND DRAWERS AS NEEDED CHECK DAYDOTS FOR FRESHNESS
CREATE PREP LIST AND PLACE ORDER IF NEEDED
PREP COOK - COMPLETE ALL PREP FOR THE DAY
STEAMTABLES - FULL, ON AND UP TO TEMP
SET UP SAUCES AND BLANCHING WATER
SET UP LINE WITH UTENSILS AND SMALLWARES
OPENING LINE AND PREP COOKS RUN THEIR OWN DISHES
PRIOR TO OPENING
CHECK FRYERS ON AND UP TO TEMP
CHECK PIZZA OVENS ON AND UP TO TEMP
CONDUCT LINE CHECK WITH FOH MANAGER
HEAT LAMPS - ON
AFTER LUNCH RUSH
WHEN BUSINESS DICTATES TURN OFF OR DOWN EQUIPMENT
RESTOCK THE LINE - DO YOU NEED DOUGH? BACKUPS! CHECK DAYDOTS FOR FRESHNESS
RESTOCK COOLER AND FREEZER
HELP PREP PERSON AS NEEDED
DOUBLE CHECK LINE FOR PM SHIFT AND RESTOCK ANYTHING YOU USED
CLEAN UP FOR PM SHIFT (COUNTERS, FLOORS, EQUIP, ETC)
PM RESPONSIBILITIES
CHECK STATIONS FOR CLEANLINESS AND PRODUCT (BACKUPS!) STOCK WHEN NEEDED AND LABEL ALL PRODUCT
CHECK HOT AND COLD TEMPS; CHANGE PANS AS NEEDED (SOUP, MARINARA, ETC.)
DOUBLE CHECK LINE AND EQUIP FOR ANY PROBLEMS
<small>AFTER RUSH AS BUSINESS DICTATES - TURN OFF EQUIP, BEGIN CLOSING PROCEDURES BY CHANGING OUT ALL PANS,</small> CLEANING EQUIP, RESTOCK LINE, CHECK DAYDOTS FOR FRESHNESS
CHECK AND EMPTY ALL TRASH IN KITCHEN, BASEMENT
SCRUB FLOORS AND SERVER LINE
SPRAY AND CLEAN UNDER CHEF COUNTER

PASTA & BROILER STATION CLOSING CHECKLIST	
CHEF COUNTER	
FILL AND CHANGE PANS AS NEEDED	
CLEAN ENTIRE SURFACE	
CLEAN TROUGH LIDS	
CLEAN AND ORGANIZE HOT FOOD WINDOW AND STANDS	
CLEAN TICKET MINDER AND PRINTER	
CLEAN COLD FOOD TROUGH AND DRIP PANS	
CLEAN PLATE SHELF	
ORGANIZE AND REMOVE CLUTTER	
REMOVE PLATES AND WIPE DOWN SHELF	
CLEAN DRAWERS	
CLEAN FRONTS AND HANDLES	
CLEAN DOOR GASKETS	
REMOVE AND WASH DIVIDERS	
CLEAN DRAWER INTERIOR	
CLEAN FLOOR OF BOX	
SIFT OR CHANGE BREAD CRUMBS	
ICE ALL SEAFOOD AND CHICKEN	
LID ALL UNCOVERED FOOD	
DRAIN AND CLEAN STEAMWELLS	
CLEAN AND ORGANIZE LOWER SHELF	
RESTOCK TOGO STATION	
MICROWAVES	
CLEAN ENTIRE SURFACE	
CLEAN ENTIRE INTERIOR	
BROILER	
WIRE BRUSH BROILER GRATES	
CLEAN AND MAKE READY DRIP PANS	
REMOVE OLD FOIL	
CLEAN DRIP PANS	
REPLACE FOIL	
CLEAN BROILER SURFACE	
RANGES	
CLEAN STOVE TOPS	
REMOVE HEAVILY SOILED SPOTS WITH SOAP AND STEEL SPONGE	
RUN BURNER TOPS THROUGH DISH MACHINE	
CLEAN FLAT TOPS WITH SOAP AND STEEL SPONGE, DRY WITH TOWEL THEN OIL SURFACE	
REMOVE FOIL FROM DRIP PANS, CLEAN, DRY AND REPLACE FOIL	
CLEAN REAR SPLASH GAURDS, SHELF, DOORS AND HANDLES	
CHECK OVENS	
CLEAN DOOR AND INTERIOR OF OVEN	
ASSIST OTHERS WITH THEIR DUTIES, TEAMWORK!	

SALAD & FRY STATION CLOSING DUTIES
FRYERS
FILTER OR DRAIN NIGHTLY
SCRUB AND/OR BOIL OUT WELLS NIGHTLY
CLEAN SURFACES
CLEAN SIDES
CLEAN DOORS AND HANDLES
REMOVE AND CLEAN BASKET HOLDERS
CLEAN FRY BASKETS
READY FRYERS FOR MORNING SHIFT
DUMP DISCARDED OIL
CLEAN FILTER PUMP PAN IF APPLICABLE
REPLACE FILTER PAPER
ADD FILTER POWDER TO FILTER PAPER
REFILL WITH OIL
SALAD PREP TABLE
FILL AND CHANGE PANS AS NEEDED
CLEAN ENTIRE SURFACE
CLEAN TROUGH LIDS
CLEAN AND ORGANIZE COLD FOOD WINDOW AND SHELVES
CLEAN SIDES OF PREP BOX
CLEAN TICKET MINDERS AND PRINTER
CLEAN COLD FOOD TROUGH INTERIOR
CLEAN DRAWERS
CLEAN DRAWER FRONTS AND HANDLES
REMOVE AND WASH DIVIDERS
CLEAN DOOR GASKETS
CLEAN DOOR INTERIOR AREA
CLEAN FLOOR OF COOLER
LID ALL UNCOVERED FOOD
ICE CHICKEN WINGS
STACK FOOD PANS ON BUSCART, PUT IN WALK-IN
APPETIZER FREEZER
FILL AND CHANGE PANS AS NEEDED
RESTOCK SALAD PLATES FOR AM SHIFT
CLEAN DOORS , HANDLES AND DOOR GASKETS
CLEAN INTERIOR
CLEAN SIDE WALLS
CLEAN SHELVES
CLEAN FLOOR OF FREEZER
HOT FOOD WELL
CHANGE PANS
CLEAN ENTIRE SURFACE
DUMP WATER AND CLEAN BASIN
CHEESEMELTER (IF APPLICABLE)
CLEAN SURFACES
CLEAN SHELF
CLEAN INTERIOR WALLS AND FLOOR
RESTOCK TOGO CONTAINERS
ASSIST OTHERS WITH THEIR DUTIES. TEAMWORK!

PIZZA STATION CLOSING DUTIES
ROLL-OUT REACH-IN
CLEAN DOOR AND SEALS
CLEAN INTERIOR
SIDE WALLS
SHELVES
FLOOR
ROTATE AND RESTOCK
LID ALL UNCOVERED FOOD
DOUGH SHEETING & PIZZA LANDING TABLES
CLEAN SHEETER EXTERIOR SURFACES AND HOPPER
CLEAN TABLE TOPS INCL SINK AND SANITIZE
CLEAN LOWER SHELVES AND ORGANIZE PANS
PIZZA PREP TABLE
FILL AND CHANGE PANS AS NEEDED
CLEAN ENTIRE SURFACE
CLEAN TROUGH LIDS
CLEAN HOT WINDOW ALL SURFACES
CLEAN TICKET MINDER AND PRINTER
CLEAN TOP SHELF (MOVE PLATES)
CLEAN COLD FOOD TROUGH AND DRIP PAN
CLEAN FLOOR OF COOLER
LID ALL UNCOVERED PANS
PIZZA OVEN
CLEAN ENTIRE SURFACE
REMOVE AND CLEAN DRIP PANS
CLEAN DRIP PAN BRACKETS AND SUPPORTS
ASSIST OTHERS WITH THEIR DUTIES. TEAMWORK!

DISH STATION CLOSING DUTIES
RUN ALL SILVERWARE AND GLASSES
BREAKDOWN AND CLEAN POT SINK
DO ALL POTS AND PANS
DO NOT LEAVE ANYTHING FOR THE NEXT DAY!!
CLEAN WALLS AND SHELVES WITH SOAP AND GREEN PAD
CLEAN FAUCET AND KNOBS
CLEAN SINKS, DRAINS, FRONT, SIDES AND LEGS
GLASS RACK HOLDER
CLEAN ALL SURFACES WITH SOAPY WATER AND STEEL SPONGE
SOILED TABLE
SCRUB TABLE TOP WITH WARM SOAPY WATER AND STEEL SPONGE
SCRUB WALLS
SPRAY ALL DEBRIS DOWN DISPOSAL
CHECK DISPOSAL FOR STRAWS, BUTTER CUPS, ETC
RUN DISPOSAL UNTIL EMPTY
DISH MACHINE
SCRUB ALL SURFACES
SCRUB CONDENSATE HOOD
CLEAN TOP OF MACHINE ALSO
CLEAN INTERIOR
DRAIN AND TURN OFF HEATER
REMOVE AND CLEAN FILTERS AND PANS
SPRAY OUT INTERIOR
REPLACE FILTERS
SCRUB CLEAN TABLE, WALLS AND SHELVES
CLEAN AND ORGANIZE LOWER SHELF
SPRAY OFF ALL PLUMBING AND WALLS UNDER TABLE
ASSIST OTHERS WITH THEIR DUTIES. TEAMWORK!