CAFÉS AND RESTAURANTS · SHIFT LEADS

Café and restaurant opening and closing checklist

Two routines on one template: get the kitchen, floor and team ready before service, and close down safely at night. Built for cafés and restaurants that serve food.

LOCATION

DATE

OPENED BY

CLOSED BY

Mark each item Pass, Fail or N/A. For every Fail, write the issue in the table at the end with an owner, a due date and a photo reference if it helps.

Opening

1 Arrival and safety

#	ITEM	PASS	FAIL	N/A	NOTES
1	Alarm off and doors unlocked by authorized staff. Write the time.	☐	☐	☐	
2	Quick walk-through: no leaks, pests, damage or odors.	☐	☐	☐	
3	Lights, heating or cooling and music are set.	☐	☐	☐	
4	Hand-wash sinks have soap and paper towels and are not blocked.	☐	☐	☐	
5	The first-aid kit is in place and stocked.	☐	☐	☐	

2 Kitchen and bar

#	ITEM	PASS	FAIL	N/A	NOTES
6	Ovens, grills, fryers, coffee machines and dishwashers are on and working.	☐	☐	☐	
7	Fridge and freezer temperatures are read and logged. US FDA Food Code: cold-held food at 41 °F (5 °C) or below; keep frozen food frozen (0 °F / −18 °C is the usual target). Use your local rule.	☐	☐	☐	
8	Hot-holding equipment is preheated before food goes in. US FDA Food Code: hot-held food at 135 °F (57 °C) or above. Some local codes use 140 °F (60 °C). Use your local rule.	☐	☐	☐	
9	Sanitizer is mixed and tested with a test strip; wiping cloths are in sanitizer.	☐	☐	☐	
10	Stations are stocked: garnishes, sauces, utensils, cups and lids.	☐	☐	☐	
11	The prep list is done and every prepped item is labeled with date and time.	☐	☐	☐	
12	Deliveries are checked on arrival and put away promptly, chilled items first.	☐	☐	☐	
13	Open and prepped items past their date are discarded.	☐	☐	☐	
14	Allergen information is up to date and matches the menu and the board.	☐	☐	☐	

3 Front of house

#	ITEM	PASS	FAIL	N/A	NOTES
15	Tables, counters and chairs are wiped and set.	☐	☐	☐	
16	The menu, specials board and prices are correct.	☐	☐	☐	
17	Condiments, napkins, cutlery, cups and to-go supplies are stocked.	☐	☐	☐	
18	POS and card terminals are on and working.	☐	☐	☐	
19	Restrooms are clean and stocked.	☐	☐	☐	
20	Floors are clean; outdoor seating is set, if used.	☐	☐	☐	

4 Team and opening

#	ITEM	PASS	FAIL	N/A	NOTES
21	Team huddle held: specials, sold-out items, allergens, bookings, who covers what.	☐	☐	☐	
22	Staff are in clean uniforms, hands washed, hair tied back or covered.	☐	☐	☐	
23	Doors opened on time. Write the time.	☐	☐	☐	

Closing

5 Kitchen and bar

#	ITEM	PASS	FAIL	N/A	NOTES
24	All food is covered, labeled with the date and stored; leftovers are handled as per your food-safety plan.	☐	☐	☐	
25	Hot food is cooled, labeled and stored as per your plan.	☐	☐	☐	
26	Prep surfaces, slicers, grills, fryers and coffee machines are cleaned and sanitized as per the cleaning schedule.	☐	☐	☐	
27	The dishwasher is emptied and cleaned and dishes are put away.	☐	☐	☐	
28	Fridge and freezer doors are closed; temperatures are read and logged. US FDA Food Code: cold-held food at 41 °F (5 °C) or below; keep frozen food frozen (0 °F / −18 °C is the usual target). Use your local rule.	☐	☐	☐	
29	Floors are swept and mopped and drains are cleared.	☐	☐	☐	
30	Trash and recycling are taken out.	☐	☐	☐	

6 Front of house

#	ITEM	PASS	FAIL	N/A	NOTES
31	Tables, counters and chairs are wiped; chairs are up or set for tomorrow.	☐	☐	☐	
32	Condiments and to-go supplies are refilled.	☐	☐	☐	
33	Restrooms are checked and restocked.	☐	☐	☐	
34	Floors are cleaned.	☐	☐	☐	

7 Stock, cash and reports

#	ITEM	PASS	FAIL	N/A	NOTES
35	Low or missing items are noted and the order list is updated.	☐	☐	☐	
36	Waste is recorded.	☐	☐	☐	
37	The till is counted, the card terminal is settled and the closing report is run.	☐	☐	☐	
38	Takings are secured or banked as per procedure.	☐	☐	☐	

8 Lock-up

#	ITEM	PASS	FAIL	N/A	NOTES
39	Equipment is off, except fridges and freezers; gas and fryers are off.	☐	☐	☐	
40	Lights are off, except security lights.	☐	☐	☐	
41	Windows, back door and emergency exits are secure.	☐	☐	☐	
42	Alarm set and doors locked. Write the time.	☐	☐	☐	
43	A handover note is written for tomorrow's opener.	☐	☐	☐	

Issues to fix

#	ISSUE (WHAT AND WHERE)	OWNER	DUE DATE	PHOTO REF.	DONE
1					
2					
3					
4					
5					
6					
7					
8					

COMPLETED BY (NAME AND SIGNATURE) _____ REVIEWED BY (MANAGER) _____ DATE _____

Free to use inside your company. To share publicly, link to getbitreport.com/resources/templates/

A starting point, not legal advice. Adapt it to your local food-safety rules and your own food-safety (HACCP) plan. Temperature figures follow the US FDA Food Code (2026 edition); state and local rules can differ, so use the limits that apply where you operate.