BLANK WORKING TEMPLATE · VERSION 2026-11-02

Restaurant closing checklist

LOCATION	SERVICE DATE	DOORS CLOSE (TIME)	CHECKLIST VERSION DATE
MANAGER ON DUTY	FOH CLOSING LEAD	BOH CLOSING LEAD	NEXT OPENING LEAD

Your procedures (name or location of each approved document)

CLEANING AND SANITIZING	FOOD STORAGE, LABELING, AND DISCARD	TEMPERATURE LOG	EQUIPMENT SHUTDOWN AND CLEANING
CHEMICAL STORAGE	WASTE AND USED OIL	CASH HANDLING	SECURITY AND LOCK-UP
URGENT ESCALATION CONTACTS			

Urgent problems (food-safety risk, out-of-range temperature, equipment hazard, security issue, or injury): follow the escalation procedure now. Do not leave them for the handoff.

A. Front-of-house closing duties

#	DUTY AND DONE-WHEN STANDARD	OWNER	DUE BY	RECORD · VERIFY	EMPLOYEE DONE initials · time	MANAGER REVIEW initials · result	EXCEPTION / NEXT OWNER + DUE
A1.1	**Reset your dining section: Section 1** Done when: Tables and chairs cleaned per the cleaning procedure and set to the opening floor plan; condiments and menus back at their station.	Server assigned to the section Name:	Close + 30 min	Initials + time, one record per section *Verify: Walk-through spot check*		☐ OK ☐ Fixed ☐ Open	
A1.2	**Reset your dining section: Section 2** Same standard as A1.1	Server assigned to the section Name:	Close + 30 min	Initials + time, one record per section *Verify: Walk-through spot check*		☐ OK ☐ Fixed ☐ Open	
A1.3	**Reset your dining section: Section 3** Same standard as A1.1	Server assigned to the section Name:	Close + 30 min	Initials + time, one record per section *Verify: Walk-through spot check*		☐ OK ☐ Fixed ☐ Open	
A2	**Clean and restock guest restrooms** Done when: Cleaned per the restroom procedure; soap, paper, and liners at par; trash removed; any defect noted.	Named FOH closer Name:	After last guest use, before walk-through	Initials + time; note shortages or defects *Verify: Spot check*		☐ OK ☐ Fixed ☐ Open	
A3	**Restock guest and takeaway stations to tomorrow's approved par** Done when: Water, condiment, utensil, napkin, and to-go supplies counted against the par sheet; any shortage recorded with the quantity on hand.	Host or named FOH closer Name:	Close + 30 min	Initials + time; shortage quantity in notes *Verify: Optional*		☐ OK ☐ Fixed ☐ Open	

#	DUTY AND DONE-WHEN STANDARD	OWNER	DUE BY	RECORD · VERIFY	EMPLOYEE DONE initials · time	MANAGER REVIEW initials · result	EXCEPTION / NEXT OWNER + DUE
A4	**Close the bar or beverage station** Done when: Perishable garnishes, juices, and dairy stored or discarded per the food-storage procedure; glassware washed; equipment cleaned and shut down per its instructions; bottles secured per policy.	Closing bartender Name:	Last call + 45 min	Initials + time *Verify: Spot check*		☐ OK ☐ Fixed ☐ Open	
A5	**Close out POS devices** Done when: Open checks resolved per the POS procedure; tablets and handhelds on chargers; receipt paper loaded for opening.	FOH closing lead Name:	Before cash procedure starts	Initials + time		☐ OK ☐ Fixed ☐ Open	
A6	**Remove FOH trash and recycling** Done when: Bins emptied and relined; bags in the designated outdoor containers; lids closed.	Named FOH closer Name:	Before walk-through	Initials + time		☐ OK ☐ Fixed ☐ Open	
A7	**Clean dining floors and entry** Done when: Floors swept and mopped per procedure; wet-floor signs out until dry; entry mats in place; nothing blocking exits.	Named FOH closer Name:	Last FOH task	Initials + time *Verify: Walk-through*		☐ OK ☐ Fixed ☐ Open	

B. Back-of-house closing duties

#	DUTY AND DONE-WHEN STANDARD	OWNER	DUE BY	RECORD · VERIFY	EMPLOYEE DONE initials · time	MANAGER REVIEW initials · result	EXCEPTION / NEXT OWNER + DUE
B1.1	**Break down and clean your station: Station 1** Done when: Food stored per B2; surfaces cleaned and sanitized with approved chemicals as the procedure specifies; tools washed and put away.	Line cook on that station Name:	Kitchen close + 45 min	Initials + time, one record per station *Verify: Spot check*		☐ OK ☐ Fixed ☐ Open	
B1.2	**Break down and clean your station: Station 2** Same standard as B1.1	Line cook on that station Name:	Kitchen close + 45 min	Initials + time, one record per station *Verify: Spot check*		☐ OK ☐ Fixed ☐ Open	
B1.3	**Break down and clean your station: Station 3** Same standard as B1.1	Line cook on that station Name:	Kitchen close + 45 min	Initials + time, one record per station *Verify: Spot check*		☐ OK ☐ Fixed ☐ Open	
B2	**Store remaining food** Done when: Food covered, labeled, dated, and stored per the food-storage procedure; items to discard recorded on the waste log.	Station cook or prep lead Name:	As each station closes	Initials + time; waste log *Verify: Manager samples*		☐ OK ☐ Fixed ☐ Open	
B3	**Record cold-holding checks** Done when: Walk-in and reach-in readings entered on the temperature log per its procedure; doors closed and sealing. Out-of-range reading: escalate now.	BOH closing lead Name:	Before BOH sign-off	Readings on temperature log *Verify: Manager reviews log*		☐ OK ☐ Fixed ☐ Open	

#	DUTY AND DONE-WHEN STANDARD	OWNER	DUE BY	RECORD · VERIFY	EMPLOYEE DONE initials · time	MANAGER REVIEW initials · result	EXCEPTION / NEXT OWNER + DUE
B4	**Shut down cooking equipment** Done when: Fryers, grills, ovens, and hood handled per manufacturer and restaurant instructions, including any scheduled filtering or deep clean; equipment off where the procedure requires.	Cook trained on that equipment Name:	Kitchen close + 30 min	Initials + time *Verify: Manager confirms*		☐ OK ☐ Fixed ☐ Open	
B5	**Close the dish area** Done when: All wares washed and racked; dish machine drained and cleaned per its instructions; chemicals capped and stored in their designated area.	Dishwasher Name:	Last 30 min of shift	Initials + time *Verify: Spot check*		☐ OK ☐ Fixed ☐ Open	
B6	**Remove kitchen waste** Done when: Trash, compost, recycling, and used oil taken to designated containers per procedure; waste log complete.	Dishwasher or porter Name:	Before floors	Initials + time		☐ OK ☐ Fixed ☐ Open	
B7	**Clean kitchen floors and drains** Done when: Floors swept and mopped per procedure; drain covers in place; mats cleaned and hung.	Dishwasher or porter Name:	Last BOH task	Initials + time *Verify: Walk-through*		☐ OK ☐ Fixed ☐ Open	
B8	**Set tomorrow's prep list and order notes** Done when: Opening prep list written; low stock recorded on the order sheet with quantity on hand.	BOH closing lead Name:	Before BOH sign-off	Initials + time		☐ OK ☐ Fixed ☐ Open	

C. Manager verification and final sign-off

#	DUTY AND DONE-WHEN STANDARD	OWNER	DUE BY	RECORD · VERIFY	EMPLOYEE DONE initials · time	MANAGER REVIEW initials · result	EXCEPTION / NEXT OWNER + DUE
C1	**Review every completion record** Done when: Each duty in A and B shows initials and time, or an exception with a named next owner and deadline.	Manager on duty Name:	Before the closing team leaves	Initials + time		—	
C2	**Spot-check a rotating sample of duties** Done when: A set number of duties (for example, three) checked in person against their "done when"; result recorded as OK or fixed.	Manager on duty Name:	Before the closing team leaves	Duty numbers + result		—	
C3	**Review the temperature log and equipment shutdown** Done when: Readings present; any out-of-range reading already escalated per procedure; cooking equipment off where required.	Manager on duty Name:	Before sign-off	Initials + time		—	
C4	**Complete the cash and deposit procedure** Done when: Completed per the restaurant's cash-handling procedure. Record amounts there, not on this sheet.	Manager on duty Name:	Per cash procedure	Initials + time		—	

#	DUTY AND DONE-WHEN STANDARD	OWNER	DUE BY	RECORD · VERIFY	EMPLOYEE DONE initials · time	MANAGER REVIEW initials · result	EXCEPTION / NEXT OWNER + DUE
C5	**Confirm opening readiness** Done when: Every handoff item has a named owner and deadline; the opening lead has been told; supplies needed to open are on hand or on the handoff.	Manager on duty Name:	Before lock-up	Initials + time + how informed		—	
C6	**Secure the building** Done when: Doors, windows, alarm, and lights handled per the security procedure; last-out check complete.	Manager on duty (last out) Name:	Last task	Initials + time		—	

D. Unfinished-work handoff to the next shift

One row per unfinished item. Name one person as the next owner and give a deadline. Do not mark the original duty complete.

#	DUTY #	WHAT IS NOT DONE, AND WHY	TEMPORARY ACTION TAKEN	ACTION THE NEXT OWNER MUST TAKE	NEXT OWNER (NAME)	DUE BY (DATE + TIME)	OPENING LEAD INFORMED (WHO, WHEN, HOW)	RESOLVED (INITIALS + TIME)
1								
2								
3								
4								

Sign-off

FOH CLOSING LEAD: NAME, TIME	BOH CLOSING LEAD: NAME, TIME	MANAGER FINAL SIGN-OFF: NAME, TIME	OPEN EXCEPTIONS PASSED TO HANDOFF: NUMBER

This checklist organizes the close. It does not replace the restaurant's approved food-safety, cleaning, chemical, equipment, cash, or security procedures. A checkmark or photo does not by itself establish food-safety compliance.

COMPLETED EXAMPLE · VERSION 2026-11-02

Restaurant closing checklist: illustrative café example

ILLUSTRATIVE EXAMPLE. A counter-service café that closes at 6:00 p.m. Names are fictional. Shows how to record a shortage, assign its resolution, and inform the opening lead. Not a food-safety procedure.

LOCATION	SERVICE DATE	DOORS CLOSE (TIME)	CHECKLIST VERSION DATE
Example café (single location)	Tue, 2026-11-03	6:00 p.m.	2026-10-15
MANAGER ON DUTY	**FOH CLOSING LEAD**	**BOH CLOSING LEAD**	**NEXT OPENING LEAD**
Priya K.	Maya R. (barista closer)	Leo T. (kitchen closer)	Sam L.

Your procedures (name or location of each approved document)

CLEANING AND SANITIZING	FOOD STORAGE, LABELING, AND DISCARD	TEMPERATURE LOG	EQUIPMENT SHUTDOWN AND CLEANING
Café cleaning binder, section 2	Food storage SOP (rev. Sept)	Cooler log clipboard, office	Espresso machine card + manufacturer manual
CHEMICAL STORAGE	**WASTE AND USED OIL**	**CASH HANDLING**	**SECURITY AND LOCK-UP**
Chemical shelf chart, dish area	Waste log + pastry donation sheet	Cash handling SOP	Lock-up card by back door
URGENT ESCALATION CONTACTS			
Owner and on-call list, office door			

Urgent problems (food-safety risk, out-of-range temperature, equipment hazard, security issue, or injury): follow the escalation procedure now. Do not leave them for the handoff.

A. Front of house (café counter and seating)

#	DUTY AND DONE-WHEN STANDARD	OWNER	DUE BY	RECORD · VERIFY	EMPLOYEE DONE initials · time	MANAGER REVIEW initials · result	EXCEPTION / NEXT OWNER + DUE
A1	**Reset the seating area** Done when: Tables and chairs cleaned per procedure; chairs set to opening layout.	Barista closer **Maya R.**	6:20 p.m.	Initials + time	MR · 6:14 p.m.	PK · OK	
A2	**Clean and restock the restroom** Done when: Cleaned per restroom procedure; soap, paper, liners at par; trash out.	Barista closer **Maya R.**	6:25 p.m.	Initials + time	MR · 6:18 p.m.	PK · OK	
A3	**Restock the takeaway station to tomorrow's approved par** Done when: Cups, lids, sleeves, napkins, and stirrers counted against the par sheet.	Barista closer **Maya R.**	6:20 p.m.	Initials + time	**Not marked complete**	PK · Open: see handoff	Not complete. 12 oz lids: 40 on hand, par 150; no backup case in storage. All other items at par. Told Priya at 6:16 p.m. → Handoff 1
A4	**Close the pastry case** Done when: Unsold items handled per the waste and donation procedure and logged; case cleaned per procedure; lights off.	Barista closer **Maya R.**	6:15 p.m.	Initials + time	MR · 6:10 p.m.	Not checked	

#	DUTY AND DONE-WHEN STANDARD	OWNER	DUE BY	RECORD · VERIFY	EMPLOYEE DONE initials · time	MANAGER REVIEW initials · result	EXCEPTION / NEXT OWNER + DUE
A5	**Remove trash and recycling** Done when: Bins emptied and relined; bags in outdoor containers; lids closed.	Barista closer **Maya R.**	6:30 p.m.	Initials + time	MR · 6:27 p.m.	Not checked	

B. Back of house (bar and kitchen)

#	DUTY AND DONE-WHEN STANDARD	OWNER	DUE BY	RECORD · VERIFY	EMPLOYEE DONE initials · time	MANAGER REVIEW initials · result	EXCEPTION / NEXT OWNER + DUE
B1	**Clean the espresso machine and grinders** Done when: Steps on the café's machine card complete; machine left in its overnight state per the manufacturer's instructions.	Barista closer **Maya R.**	6:30 p.m.	Initials + time	MR · 6:24 p.m.	PK · OK	
B2	**Store milk and perishables** Done when: Covered, labeled, dated, and stored per the food-storage SOP; discards on waste log.	Kitchen closer **Leo T.**	6:15 p.m.	Initials + time	LT · 6:12 p.m.	Not checked	
B3	**Record cold-holding checks** Done when: Readings entered on the cooler log per its procedure; doors closed and sealing.	Kitchen closer **Leo T.**	6:20 p.m.	Initials + time	LT · 6:15 p.m.	PK · OK	Manager reviewed the log at 6:37 p.m.
B4	**Close the dish area** Done when: Wares washed and racked; machine drained and cleaned per instructions; chemicals stored.	Kitchen closer **Leo T.**	6:30 p.m.	Initials + time	LT · 6:26 p.m.	Not checked	
B5	**Set prep list and order notes** Done when: Opening prep list written; low stock on the order sheet with quantity on hand.	Kitchen closer **Leo T.**	6:30 p.m.	Initials + time	LT · 6:29 p.m.	Not checked	Oat milk: 4 cartons on hand; added to order sheet.
B6	**Clean floors and drains** Done when: Swept and mopped per procedure; drain covers in place; mats hung.	Kitchen closer **Leo T.**	6:40 p.m.	Initials + time	LT · 6:34 p.m.	PK · OK	

C. Manager verification and sign-off

#	DUTY AND DONE-WHEN STANDARD	OWNER	DUE BY	RECORD · VERIFY	EMPLOYEE DONE initials · time	MANAGER REVIEW initials · result	EXCEPTION / NEXT OWNER + DUE
C1	**Review every completion record** Done when: All duties initialed or carried to handoff with a named owner.	Manager on duty **Priya K.**	6:40 p.m.	Initials + time	PK · 6:38 p.m.		A3 open, see handoff 1.
C2	**Spot-check a rotating sample** Done when: Three duties checked in person against "done when."	Manager on duty **Priya K.**	6:40 p.m.	Initials + time	PK · 6:36 p.m.		Checked A1, B1, B6: all OK.

#	DUTY AND DONE-WHEN STANDARD	OWNER	DUE BY	RECORD · VERIFY	EMPLOYEE DONE initials · time	MANAGER REVIEW initials · result	EXCEPTION / NEXT OWNER + DUE
C3	**Complete the cash procedure** Done when: Done per the cash-handling SOP (amounts recorded there).	Manager on duty **Priya K.**	6:45 p.m.	Initials + time	PK · 6:42 p.m.		
C4	**Confirm opening readiness** Done when: Handoff items have a named owner and deadline; opening lead informed.	Manager on duty **Priya K.**	6:50 p.m.	Initials + time	PK · 6:45 p.m.		Texted Sam at 6:45 p.m.; Sam replied 6:50 p.m.
C5	**Secure the building** Done when: Lock-up card complete; alarm set.	Manager on duty **Priya K.**	7:00 p.m.	Initials + time	PK · 6:52 p.m.		

D. Unfinished-work handoff to the next shift

One row per unfinished item. Name one person as the next owner and give a deadline. Do not mark the original duty complete.

#	DUTY #	WHAT IS NOT DONE, AND WHY	TEMPORARY ACTION TAKEN	ACTION THE NEXT OWNER MUST TAKE	NEXT OWNER (NAME)	DUE BY (DATE + TIME)	OPENING LEAD INFORMED (WHO, WHEN, HOW)	RESOLVED (INITIALS + TIME)
1	A3	12 oz lids: 40 on hand, par 150. No backup case in storage.	Moved all 40 lids to the station. Priya added two cases to the supplier order at 6:35 p.m. for the morning delivery.	Restock lids to par from the delivery. If the delivery is short, follow the purchasing procedure for an emergency buy and tell Priya.	Sam L. (opening lead)	Wed 6:45 a.m., before doors open	Sam, 6:45 p.m., text + this sheet; acknowledged 6:50 p.m.	SL, Wed 6:38 a.m.

Sign-off

FOH CLOSING LEAD: NAME, TIME	BOH CLOSING LEAD: NAME, TIME	MANAGER FINAL SIGN-OFF: NAME, TIME	OPEN EXCEPTIONS PASSED TO HANDOFF: NUMBER
Maya R., 6:31 p.m.	Leo T., 6:36 p.m.	Priya K., 6:52 p.m.	1

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