



Restaurant Operations Checklist

Thanks for downloading TouchBistro's restaurant operations checklist!

This restaurant operations checklist includes 12 separate lists that can help your staff perform day-to-day operations efficiently and effectively.

Inside, you'll find checklists for all the essential tasks that your employees and management team must complete at the beginning and end of each day to keep your business running.

How to Use This Restaurant Operations Checklist

When you download this PDF document, you'll find two versions of each checklist. The sample checklists have been filled out to give you an idea of the kinds of tasks to include in each list.

You'll also find a blank version of each checklist that can be customized to your specific business needs. You can then print out these checklists so staff can easily reference and check off each item as it's completed.

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Purchasing Checklist

Date: _____

Task	Completed	Date	Notes
Evaluate current supplier needs			
Select suppliers			
Record freight charges			
Check par levels and what's on hand			
Finalize delivery time			
Finalize payment terms			
Verify discounts for bulk orders			
Confirm minimum order quantity and frequency			
Verify product prices			
Fill out order sheets with product numbers and item descriptions			
Make a copy of order sheets			
Track shipping and transportation updates and note any delays			
Record any substitutions or order issues			
Make a copy of all invoices and payment receipts, and ensure the records match			

Receiving Checklist

Date: _____

Task	Completed	Date	Notes
Confirm delivery times			
Print purchase orders			
Inspect products for consistency and quality			
Compare product counts to the purchase orders			
Verify product weight			
Compare product weight to the invoice weight			
Report any issues to the driver			
Take and send photos of any damaged items to the vendor			
Confirm a credit note is received for items returned			
Verify discounts based on the contract			
Initial invoices if everything looks correct			
Report any unresolved issues to the applicable manager			

Receiving Checklist

Date: _____

Task	Completed	Date	Notes

Front of House Opening Checklist

Date: _____

Task	Completed	Date	Notes
Turn on lights and music			
Adjust thermostat			
Turn on POS system			
Sign in or punch in			
Take count of any money in the register			
Sweep or vacuum floors			
Empty trash bins			
Clean and sanitize all windows, tables, and surfaces			
Adjust tables and chairs as needed			
Ensure all linens are cleaned, ironed, and folded			
Set tables with place settings			
Restock or refill tabletop items (i.e. salt, pepper, sugar, etc.)			
Inspect walls and curtains for any visible spots			
Clean the bathrooms and make sure any essentials are restocked (i.e. hand soap, toilet paper, etc.)			
Stock every station with clean glassware and silverware			
Set up mis en place at bar			
Restock liquor at bar			
Ensure the side station is stocked and stacked			
Fill water pitchers			

Front of House Opening Checklist

Date: _____

Task	Completed	Date	Notes

Back of House Opening Checklist

Date: _____

Task	Completed	Date	Notes
Wipe food preparation areas			
Chop ingredients for kitchen stations			
Add necessary tools and equipment to each station			
Restock incoming inventory			
Take stock of incoming items			
Put incoming inventory in proper storage spaces			

Back of House Opening Checklist

Date: _____

Task	Completed	Date	Notes

Kitchen Cleaning Checklist

Date: _____

Manager: _____

Task	MON	TUES	WED	THU	FRI	SAT	SUN	Date Last Completed
Take out the garbage and recycling								
Disinfect prep area surfaces								
Clean the grill, griddle, range, flattop, and fryer								
Empty and clean grease traps								
Clean and sanitize any meat and cheese slicers								
Wipe down other equipment, such as coffee makers, microwaves, and toasters								
Wipe down all stainless steel surfaces, including ice makers and refrigerators								
Wipe down walls								
Clean and sanitize the sinks								
Sweep the floors								
Run all utensils, smallwares, flatware, and glassware through the dishwasher								
Hand wash any kitchen tools that cannot be run through the dishwasher								
Launder any rags, towels, aprons, and uniforms								
Refill soap dispensers and replace empty paper towel rolls								
Toss expired food products								

Kitchen Cleaning Checklist

Date: _____

Manager: _____

Task	MON	TUES	WED	THU	FRI	SAT	SUN	Date Last Completed

Equipment Maintenance Checklist

Week of: _____

Ranges & Ovens	S	M	T	W	T	F	S
Check the thermostat							
Check that door closes completely							
Ensure gas valves turn easily							

Griddles & Fryers	S	M	T	W	T	F	S
Extract oil from dirty grease cups							
Check surface and fry baskets for damages							

Refrigerators & Freezers	S	M	T	W	T	F	S
Keep a temperature log. The fridge should be at less than 40° F (4° C), and the freezer at 0° F (-18° C)							
Ensure hinges are lubricated							

Dishwashers	S	M	T	W	T	F	S
Make sure the rinse arms move freely							
Check detergent, sanitization, and rinse aid chemical levels							
Check dish racks for any signs of bending or damages							
Check if dishwasher turns off automatically							

General Maintenance	S	M	T	W	T	F	S
Check temperatures in food storage areas							
Ensure all units are plugged into electricity							
Check motors for loud sounds or vibrations							
Check that any gas flames are a blue color							
Look for broken seals, valves, hinges, knobs, etc.							

Equipment Maintenance Checklist

Week of: _____

Ranges & Ovens	S	M	T	W	T	F	S

Griddles & Fryers	S	M	T	W	T	F	S

Refrigerators & Freezers	S	M	T	W	T	F	S

Dishwashers	S	M	T	W	T	F	S

General Maintenance	S	M	T	W	T	F	S

Storage Checklist

Date: _____

Task	Completed	Date	Notes
Organize storage space and clear shelves			
Secure moving equipment like dollies and carts			
Add labels with the food name, purchase date, and expiry date to any new products			
Store any new products right away according to the FIFO protocol (first in, first out)			
Put dry foods like grains, canned goods, and baking supplies in a dark and dry storage area			
Place meats, poultry, fish, and seafood in the refrigerator			
Place dairy products at the back or lower shelves of the refrigerator			
Place fruits and vegetables in the refrigerator or in a dry storage area			
Lock storage room when not in use			
Give managers the key to the storage room			
Record items in a master "shelf life" chart			
Throw out any foods that are spoiled or damaged			

Storage Checklist

Date: _____

Task	Completed	Date	Notes

Food Preparation Checklist

Date: _____

Task	Completed	Date	Notes
Check that sanitizer and soap are available in the kitchen			
Clean all equipment used for food preparation			
Clean all counters and surfaces used for food preparation			
Ensure all utensils are sterilized			
Wash or sanitize hands before food handling			
Separate meat, dairy, seafood, and vegetables			
Check that every ingredient is ready for service			
Take out recipe cards			
Use a thermometer to check the internal temperature of all meat and seafood being cooked			
Wash and scrub fruits and vegetables under running water			
Thaw frozen products			
Ask the chef to approve portion sizes			
Wash dishes, utensils, and equipment after use			

Food Preparation Checklist

Date: _____

Task	Completed	Date	Notes

Service Checklist

Date: _____

Task	Completed	Date	Notes
Greet and welcome guests upon arrival			
Answer all incoming calls promptly and regularly check messages			
Make sure each table is set before guests arrive			
Serve drink orders within () minutes			
Serve appetizers, soups, and salads within () minutes			
Serve main courses within () minutes			
Provide all guests with the dessert menu			
Serve dessert within () minutes			
Present the check within () minutes after dessert			
Clear and reset each table within () minutes			

Service Checklist

Date: _____

Task	Completed	Date	Notes

Manager's Closing Checklist

Date: _____

Task	Completed	Date	Notes
Build and post the staff schedule for the next day			
Check clock-in and clock-out times			
Fill out manager log book			
Run end of day reports through the POS			
Compare POS sales report with the money in the register and credit card receipts			
Confirm that the cash registers are balanced			
Make sure any outstanding bills are paid (rent, utilities, etc.)			
Make sure payroll is paid			
Tidy the back office			
Log off and turn off computers			
Lock POS system			
Activate the security system			
Lock doors			

Catering Checklist

Date: _____

Task	Completed	Date	Notes
Confirm date and time of the event			
Confirm number of guests			
Confirm dietary requirements			
Discuss and verify menu choices with the client			
Provide the client with a timeline for order confirmation			
Research suppliers			
Confirm suppliers and place purchasing orders			
Obtain an alcohol license or permit if applicable			
Set up tables, linens, and place settings			
Prepare ingredients and equipment			
Send invoice			
Secure payment			
Send a thank you card			
Ask for a review or recommendation			

Catering Checklist

Date: _____

Task	Completed	Date	Notes

Staff Onboarding Checklist

Date: _____

Task	Details	Completed	Notes
Complete necessary paperwork	U.S.: Collect Social Security Number, W-4 form, I-9 form, and emergency contact info Canada: Collect Social Insurance Number, Form TD1, and emergency contact info		
Set up payroll and direct deposit	Gather authorization for direct deposits		
Communicate restaurant guidelines and policies	Review job role, hygiene, uniform, attendance, opening and closing procedures, security measures, etc.		
Explain staff scheduling processes	Train the new hire on how to request and accept shifts		
Create logins for new hires to access your technology systems	Set up secure logins for the POS, payroll platform, staff communications platform, scheduling platform, and security system		
Provide hands-on menu training and tasting opportunities	Set up orientation times and assign a mentor		
Introduce your new hire to their manager and team	Schedule an in-person or virtual meeting		
Create a checklist of 30, 60, and 90-day goals	Schedule one-on-one monthly performance reviews		
Provide constructive feedback	Give advice on how the new hire can improve		

Staff Onboarding Checklist

Date: _____

Task	Details	Completed	Notes



About TouchBistro

TouchBistro is an all-in-one POS and restaurant management system that makes running a restaurant easier. Providing the most essential front of house, back of house, and customer engagement solutions on one powerful platform, TouchBistro helps restaurateurs streamline and simplify their operations.

Want to learn more about how TouchBistro helps restaurateurs succeed?

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