|  |  |  |  |
| --- | --- | --- | --- |
| **Manager:** |  | **Date:** |  |

|  |
| --- |
|  |
| Done |  | Action | Comments |
|  | 1. | After business has slowed, cut appropriate labor. \_\_\_ Bus staff / dish room\_\_\_ Servers\_\_\_ Host\_\_\_ Bartender\_\_\_ Kitchen - line\_\_\_ Kitchen - prep |  |
|  | 2. | Check with chef/kitchen manager to ensure all ordering has been completed.\_\_\_ meat \_\_\_ seafood\_\_\_ produce\_\_\_ dairy |  |
|  | 3. | Check server sidework and closing duties prior to collecting check-outs. |  |
|  | 4. | Restock all liquor to bar using pull sheets. |  |
|  | 5. | Record all items issued in liquor running inventory. |  |
|  | 6. | Close kitchen (never close prior to posted closing times). |  |
|  | 7. | Close bar one hour after dining room is closed or as business dictates. |  |
|  | 8. | Once customers have left the building, lock front door. |  |
|  | 9. | Check restrooms to be certain they are empty, clean and free of debris. |  |
|  | 10. | Check remaining staff sidework and closing duties. Collect all remaining server check-out sheets. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Done |  | Action | Comments |

|  |  |  |  |
| --- | --- | --- | --- |
|  | 11. | Close bartender comps, collect drawer and complete check-out using a blind check-out sheet. |  |
|  | 12. | Complete safe audit. |  |
|  | 13. | Make up bar bank for next shift. |  |
|  | 14. | Turn off all sound equipment and cover amps and boards. |  |
|  | 15. | Have bartender clean and stock bar. |  |
|  | 16. | Check the bar pars. |  |
|  | 17. | Check out the bus staff closing functions: Chairs and tables in correct place Trash removed, receptacles sanitized nightly Ashtrays cleaned All glassware cleaned and stocked All bus stations cleaned and stocked All dust pans cleaned and hung with brooms NOTHING LEFT ON THE FLOOR ANYWHERE |  |
|  | 18. | Run all register closing reports. Be certain there are no open checks. |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Done |  | Action | Comments |

|  |  |  |  |
| --- | --- | --- | --- |
|  | 19. | Check out kitchen with chef/kitchen manager - Floor clean Equipment turned off Dish area cleaned and organized Dish machine drained and cleaned Walk-ins cleaned, products properly stored (wrapped and iced) and locked Back door locked and secured All trash emptied and trash receptacles sanitized  Floor mats cleaned, sanitized and hung to dry Employee changing room cleaned and organized All brooms and mops hung, mop buckets emptied  NOTHING LEFT ON THE FLOOR ANYWHERE |  |
|  | 20. | Be sure all departmental nightly or weekly special duties have been completed. |  |
|  | 21. | Complete the manager’s check-out sheet. |  |
|  | 22. | Balance check-out sheet, prepare and send credit card report. |  |
|  | 23. | Complete cash deposit, fill out deposit slip and lock in safe. |  |
|  | 24. | Record daily sales information. |  |
|  | 25. | Leave necessary notes for opening manager in managers’ Red Log Book. |  |
|  | 26. | Run daily labor report, adjust any employee mistakes. |  |
|  | 27. | Be certain safe is locked. |  |
|  | 28. | Liquor room locked. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Done |  | Action | Comments |

|  |  |  |  |
| --- | --- | --- | --- |
|  | 29. | Walk-in cooler, freezer and storage rooms locked. |  |
|  | 30. | Leave manager’s office clean, trash emptied, organized and locked. |  |
|  | 31. | Secure and lock all exterior doors. |  |
|  | 32. | Turn off all lights and labeled breakers. |  |
|  | 33. | Set alarm, be sure to use proper code. |  |
|  | 34. | Exit out of FRONT DOOR ONLY.  |  |