

**HEY, HAAS!**

FREE TRAINING TEMPLATE

Restaurant Opening & Closing Checklist

Everything that needs to happen before the first cover and after the last one — every shift, without exception.

**10 Shift Tasks****Daily Operations****Assign & Track per Shift**

OPENING TASKS

**01 Opening: temperature checks**

Check and log all refrigeration and hot holding units before any food is transferred. Any unit out of range must be reported before the shift proceeds.

**02 Opening: station setup & mise en place**

Each station is stocked, cleaned, and set to service-ready standard. Cover what 'ready' looks like for each area and who is responsible for confirming it.

**03 Opening: equipment checks & startup**

Power on and check all equipment: espresso machine, grinders, fryers, ovens, POS terminals, and any other service-critical hardware. Log any faults before the shift opens.

**04 Opening: FIFO & product rotation**

Pull stock from the walk-in and rotate using FIFO. Date-label anything freshly prepped. Discard anything past its use-by date before service starts.

**05 Opening: cash float & till setup**

Count and confirm the opening float, set up tills, and confirm the POS is processing correctly. Any discrepancy must be reported before the first transaction.

**06 Opening: pre-service team briefing**

Shift lead runs a 5-minute briefing covering specials, 86'd items, any service notes, and expected covers. All team members present before doors open.

CLOSING TASKS

- ☐ **07 Closing: food storage & labeling**
All remaining food is correctly labeled with prep and use-by dates, covered, and stored in the correct order (raw below ready-to-eat). Nothing left uncovered in the walk-in.
- ☐ **08 Closing: cleaning & sanitizing**
All surfaces, equipment, and floors are cleaned and sanitized to standard. Cleaning log completed with time, chemical used, and team member name.
- ☐ **09 Closing: temperature log completion**
Final temperature readings logged for all units. Any out-of-range reading documented and reported before the shift lead leaves.
- ☐ **10 Closing: cash reconciliation & till closure**
Count the till, reconcile against the day's sales, and complete the cash report. Discrepancies documented before cash is secured.

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TRAINEE NAME

TRAINER NAME

TRAINER SIGNATURE

DATE CLEARED

Print clearly

Print clearly

Sign only when all items
complete

MM / DD / YYYY

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