20 TEMPLATES | 100 PRACTICAL CHECKS

Restaurant Checklist Library

A ready-to-use master library for restaurant opening, food safety, kitchen execution, cleaning, guest service, order accuracy, service channels, people, safety, and closing.

Daily operations

1 Restaurant Opening Checklist

Use for: Opening readiness across kitchen, dining, people, equipment, stock, cash, safety, and guest areas.

Recommended schedule: Before every opening shift

#	Check	Evidence
1	Are opening team members present, in approved uniform, and assigned to stations?	Attendance + assignment
2	Are critical utilities, cooking equipment, refrigeration, and POS systems operational?	Functional verification
3	Are chilled and frozen storage readings within approved limits?	Temperature reading
4	Are preparation, service, dining, and restroom areas clean and ready?	Condition + photo
5	Are opening cash, stock, packaging, and menu availability controls complete?	Readiness confirmation

Execution tip: Assign each opening section to the role that owns it. Block opening approval when a critical safety, food, equipment, or cash check fails.

2 Restaurant Closing Checklist

Use for: End-of-day food control, cleaning, cash, waste, security, equipment shutdown, and handover.

Recommended schedule: At the end of every trading day

#	Check	Evidence
1	Are all remaining foods labeled, dated, stored, or discarded according to policy?	Food disposition
2	Are cooking, preparation, dining, and restroom areas cleaned and verified?	Cleaning verification
3	Do cash, card, delivery, refund, and POS totals reconcile?	Tender reconciliation
4	Are gas, electrical equipment, doors, alarms, and restricted areas secured?	Security confirmation
5	Are maintenance, stock, staffing, and service issues recorded for the next shift?	Digital handover

Execution tip: Require evidence for high-risk closing steps and route unresolved issues to the next responsible manager with a due time.

Food safety

3 Food Safety Audit Checklist

Use for: Food safety management, personal hygiene, contamination prevention, allergen control, traceability, and corrective action. **Recommended schedule:** Weekly or monthly, plus risk-based audits

1	Are employees following handwashing, illness reporting, uniform, and personal hygiene rules?	Observed compliance
2	Are raw, ready-to-eat, allergen, and chemical items segregated correctly?	Segregation check
3	Are cooking, cooling, reheating, holding, and storage limits verified with records?	Record + reading
4	Are cleaning schedules, sanitizer controls, pest records, and waste routines effective?	Program verification
5	Are traceability, recall, complaint, and corrective-action records complete and current?	Document review

Execution tip: Mark critical questions separately. A critical failure should trigger containment, product assessment, owner assignment, escalation, and verification before closure.

4 Temperature Log Checklist

Use for: Receiving, cold storage, cooking, cooling, reheating, hot holding, display, and equipment temperatures. **Recommended schedule:** At defined intervals during every shift

1	Was the correct calibrated device used and identified for this reading?	Device metadata
2	Is the measured product or equipment temperature within its approved limit?	Numeric reading
3	Were date, time, location, product, batch, and employee details captured?	Required metadata
4	Was an out-of-range item isolated and assessed immediately?	Containment workflow
5	Was corrective action completed, rechecked, and approved by a manager?	Action + verification

Execution tip: Use conditional logic so an out-of-range reading automatically requires a reason, photo, containment action, recheck, and supervisor approval.

Receiving and stock

5 Restaurant Receiving Checklist

Use for: Supplier, vehicle, seal, temperature, quantity, quality, expiry, allergen, and acceptance controls.

Recommended schedule: For every food and supply delivery

1	Is the supplier approved and does the delivery match the purchase order?	Supplier + PO check
2	Is the vehicle clean, secure, pest-free, and suitable for the products delivered?	Vehicle inspection
3	Are food temperatures, packaging, seals, quality, and remaining shelf life acceptable?	Reading + condition
4	Do delivered quantities, weights, batches, and allergen details match records?	Quantity reconciliation
5	Were rejected or questionable items separated, recorded, and escalated?	Rejection workflow

Execution tip: Capture batch, expiry, temperature, quantity, and photo evidence at receipt. Keep rejected items out of usable stock until disposition is approved.

6 Cold Storage and Stock Rotation Checklist

Use for: Walk-in coolers, freezers, reach-ins, stock rotation, labeling, segregation, capacity, and alarm controls.

Recommended schedule: Opening, mid-shift, closing, and after deviations

1	Are cooler and freezer readings within limits and consistent with independent checks?	Temperature comparison
2	Are doors, seals, shelves, fans, drains, alarms, and lighting in good condition?	Equipment condition
3	Are all items covered, labeled, dated, traceable, and rotated by FEFO?	Label + rotation
4	Are raw, cooked, ready-to-eat, allergen, chemical, and quarantined items separated?	Segregation verification
5	Is stock loaded without blocking airflow or exceeding safe capacity?	Capacity assessment

Execution tip: Link storage checks to equipment IDs and zones so repeated temperature, door, seal, or loading failures can be trended and assigned.

Kitchen operations

7 Kitchen Opening Checklist

Use for: Kitchen people, hygiene, utilities, equipment, temperatures, ingredients, sanitation, and production readiness.

Recommended schedule: Before kitchen production starts

1	Are kitchen employees fit for work, hygienic, and assigned to stations?	People readiness
2	Are refrigeration, cooking, extraction, hot holding, and dishwashing systems operational?	Functional test
3	Are opening temperatures and sanitizer concentrations within approved limits?	Readings
4	Are ingredients, utensils, boards, knives, PPE, and cleaning supplies available?	Inventory check
5	Are production plans, thawing, batch preparation, and allergen controls ready?	Plan verification

Execution tip: Do not treat kitchen opening as a single manager sign-off. Assign checks by station and require the kitchen lead to review exceptions before production.

8 Food Preparation Checklist

Use for: Thawing, washing, cutting, batching, recipe, cross-contamination, allergens, time control, and traceability.

Recommended schedule: Per batch and throughout production

1	Were ingredients released from approved, in-date, traceable stock?	Batch verification
2	Were thawing, washing, cutting, and preparation methods followed correctly?	Process observation
3	Were hands, utensils, boards, surfaces, and gloves controlled between tasks?	Hygiene verification
4	Were allergen ingredients, utensils, labels, and customer instructions controlled?	Allergen control
5	Were recipe quantities, yield, preparation time, and use-by details recorded?	Batch record

Execution tip: Use recipe-specific templates for high-risk or high-volume products. Require a new task when a batch, recipe, or allergen profile changes.

Kitchen operations and Cleaning and sanitation

9 Cooking, Cooling and Holding Checklist

Use for: Cooking, cooling, reheating, hot holding, cold holding, display, and disposition decisions. **Recommended schedule:** For every high-risk batch

1	Did the food reach the required core cooking temperature and hold time?	Core temperature
2	Was rapid cooling completed within the approved time and temperature stages?	Time + temperature
3	Was reheated food brought to the required temperature before service?	Reheat reading
4	Are hot and cold holding temperatures within limits throughout service?	Holding log
5	Were failed batches isolated, assessed, reprocessed, or discarded correctly?	Disposition action

Execution tip: Capture batch and probe IDs with every critical reading. Automatically lock completion until failed limits have a documented disposition and manager approval.

10 Kitchen Cleaning and Sanitation Checklist

Use for: Food-contact surfaces, equipment, utensils, chemicals, sanitation, verification, pest prevention, and cleaning records. **Recommended schedule:** Per shift, after tasks, and during deep-clean cycles

1	Were food-contact surfaces cleaned and sanitized between required tasks?	Observed verification
2	Are cleaning chemicals approved, labeled, diluted, and stored safely?	Chemical control
3	Are cloths, brushes, mops, buckets, and tools clean and segregated by use?	Tool segregation
4	Were equipment, drains, grease areas, walls, floors, and hard-to-reach zones cleaned?	Area inspection
5	Were cleaning records verified and unresolved hygiene defects assigned?	Record + action

Execution tip: Require before and after evidence for deep cleaning and failed hygiene checks. Separate cleaning completion from supervisor verification.

Guest areas and facilities

11 Dining Area Cleanliness Checklist

Use for: Tables, seating, floors, service stations, high-touch points, waste, ambience, and guest-facing hygiene.

Recommended schedule: Opening and recurring checks during service

1	Are tables, chairs, booths, highchairs, and service stations clean and intact?	Condition + photo
2	Are floors, walls, windows, doors, menus, and high-touch points clean?	Area inspection
3	Are spills, waste, trays, and used tableware removed within target time?	Response timing
4	Is the dining area free from pests, strong odours, and visible maintenance defects?	Exception check
5	Are lighting, temperature, music, layout, and accessibility guest-ready?	Ambience assessment

Execution tip: Schedule short recurring checks during peak periods instead of relying only on opening and closing inspections.

12 Restroom Cleanliness Checklist

Use for: Toilets, basins, floors, consumables, odour, waste, accessibility, baby care, cleaning records, and closure rules.

Recommended schedule: At opening and recurring intervals

1	Are toilets, urinals, basins, taps, mirrors, cubicles, and floors visibly clean?	Visual inspection
2	Are soap, toilet tissue, hand-drying, and sanitary disposal supplies available?	Supply count
3	Are plumbing, drainage, lighting, ventilation, locks, and accessibility features functional?	Functional check
4	Is the restroom free from strong odours, pests, leaks, sharps, and contamination?	Critical condition
5	Was the inspection time recorded and any closure or repair action completed?	Time + action

Execution tip: Use a defined closure rule for sewage, water loss, contamination, sharps, or major plumbing failures. Reopen only after verified correction.

Guest experience

13 Restaurant Customer Service Checklist

Use for: Welcome, communication, menu knowledge, order support, attentiveness, inclusivity, complaint handling, and farewell.

Recommended schedule: Daily observation and periodic audit

1	Are guests acknowledged and welcomed within the defined target time?	Timed observation
2	Can employees explain menu items, availability, ingredients, and allergens accurately?	Knowledge check
3	Are orders confirmed, special requests recorded, and expectations communicated clearly?	Service observation
4	Are complaints handled with ownership, empathy, approved recovery, and follow-up?	Recovery workflow
5	Are guests thanked and invited to return at the end of the experience?	Journey observation

Execution tip: Record the exact behaviour observed, customer impact, and coaching action. Avoid vague labels such as good or poor service without evidence.

14 Table Service and Turnover Checklist

Use for: Table readiness, seating, order flow, food delivery, clearing, payment, reset time, and guest comfort.

Recommended schedule: During every dine-in service period

1	Was the table clean, stable, complete, and ready before seating?	Readiness check
2	Were guests seated, greeted, and offered menus within target time?	Service timing
3	Were courses delivered, cleared, and followed up without avoidable delay?	Journey timing
4	Was payment presented and completed accurately when requested?	Payment timing
5	Was the table fully cleared, cleaned, sanitized, and reset within target time?	Reset verification

Execution tip: Track guest-facing time and internal reset time separately. A faster reset should never override cleaning, accuracy, or guest comfort.

Accuracy and speed

15 Order Accuracy Checklist

Use for: Order taking, modifications, allergens, kitchen routing, assembly, packaging, labeling, handoff, and recovery.

Recommended schedule: Sampled every shift and after error spikes

1	Does the order entered in POS match the customer request and confirmed modifications?	Order comparison
2	Did the kitchen receive clear item, modifier, allergen, and priority instructions?	Routing verification
3	Do prepared items, quantities, sides, sauces, drinks, and packaging match the ticket?	Item verification
4	Is the final order labeled and handed to the correct customer or delivery partner?	Handoff confirmation
5	Were errors classified, recovered, recorded, and reviewed for root cause?	Error workflow

Execution tip: Sample orders across counter, dine-in, drive-thru, mobile, and delivery. Track the error stage so coaching targets the actual failure point.

16 Speed of Service Audit Checklist

Use for: Queue, acknowledgement, order entry, production, assembly, handoff, staffing, bottlenecks, and service recovery.

Recommended schedule: Peak-period observations and weekly reviews

1	Were queue start, acknowledgement, order completion, production, and handoff times recorded?	Stage timing
2	Were staffing and station deployment suitable for actual demand?	Capacity assessment
3	Were products, equipment, packaging, and ingredients ready before peak demand?	Readiness check
4	Were delayed orders identified, communicated, prioritized, and recovered correctly?	Delay workflow
5	Was the primary delay cause classified and assigned for corrective action?	Root-cause action

Execution tip: Measure by service stage and channel. A total service time alone does not show whether the delay came from queue, order entry, kitchen, assembly, or handoff.

Service channels

17 Drive-Thru Audit Checklist

Use for: Lane safety, signage, menu boards, headsets, order point, payment, production, timer, handoff, and vehicle exit.

Recommended schedule: Daily checks and peak-period audits

1. Are lane surfaces, markings, clearance, lighting, signage, and vehicle routes safe? — Site inspection
2. Are menu boards, order points, headsets, sensors, cameras, and timers functional? — Equipment test
3. Are order-taking, payment, production, handoff, and total lane times within targets? — Multi-stage timing
4. Are orders confirmed, labeled, checked, and handed to the correct vehicle? — Accuracy verification
5. Are pull-forward, queue, pedestrian, spill, breakdown, and emergency controls followed? — Safety workflow

Execution tip: Time normal, modified, and large orders separately. Review lane time together with accuracy and guest recovery so speed does not hide service failures.

18 Delivery and Takeaway Checklist

Use for: Digital menu, order acceptance, preparation, packaging, labeling, holding, pickup, rider handoff, and complaint control.

Recommended schedule: Daily and during peak delivery periods

1. Are digital menu items, prices, modifiers, availability, and operating hours accurate? — Digital menu check
2. Were delivery and takeaway orders accepted, routed, and prepared within target time? — Order timing
3. Are hot, cold, allergen, drink, sauce, and fragile items packed correctly? — Packaging verification
4. Are labels, seals, receipts, customer details, and rider handoff controls complete? — Handoff evidence
5. Were delays, missing items, leakage, temperature, or complaint issues recorded and recovered? — Exception workflow

Execution tip: Audit platform setup and physical handoff together. Many off-premise failures begin with menu data, modifiers, packaging, or pickup congestion.

People and compliance

19 Employee Hygiene and Grooming Checklist

Use for: Fitness for work, uniform, grooming, hand hygiene, PPE, food handling, behaviour, and training compliance.

Recommended schedule: Every shift and during manager observations

1	Has each employee confirmed fitness for work and reported relevant symptoms?	Health declaration
2	Are uniform, footwear, hair restraint, nails, jewellery, and personal items compliant?	Visual check
3	Is correct handwashing completed at required moments and after contamination risks?	Observed behaviour
4	Are gloves, aprons, cut protection, heat protection, and other PPE used correctly?	PPE verification
5	Are training, coaching, restriction, and return-to-work records current?	Training record

Execution tip: Treat illness and hygiene failures as immediate risk controls, not only coaching points. Route decisions to the manager responsible for fitness for work.

20 Restaurant Safety and Maintenance Checklist

Use for: Slips, trips, fire, gas, electrical, equipment guards, ventilation, first aid, chemicals, maintenance, contractors, and emergency readiness.

Recommended schedule: Daily safety checks and scheduled preventive inspections

1	Are exits, fire equipment, emergency lighting, alarms, and shutdown controls accessible?	Emergency check
2	Are floors, stairs, doors, storage, access routes, and work areas free from hazards?	Safety inspection
3	Are gas, electrical, cooking, ventilation, refrigeration, and guarding systems safe?	Equipment inspection
4	Are chemicals, first aid, PPE, contractor controls, and incident records complete?	Compliance review
5	Were defects isolated, assigned, repaired, tested, and approved before reuse?	Work-order verification

Execution tip: Separate defect reporting from repair verification. Critical equipment and area hazards should remain isolated until an authorized person confirms safe return to service.