

FREE RESTAURANT SHIFT-CONTROL TEMPLATE

Restaurant Opening and Closing Checklist

Use this 60-point checklist to verify opening readiness, food safety, equipment, customer areas, staffing, stock, service channels, end-of-service food controls, cleaning, cash, security, handover, corrective actions, and sign-off.

Restaurant / location

Shift date

Opening or closing manager

Final approver

1. Shift setup, handover, responsibilities, and control records

1

Record the restaurant, date, opening or closing shift, manager on duty, employees assigned, weather or trading conditions, and checklist start time.

SHIFT VERIFICATION

NAME | | Enter

DATE / TIME | | Enter

APPROVAL | | Sign

 Execution tip: Begin with the previous handover and unresolved actions so the new shift does not inherit hidden operational or safety risks.

2

Review the previous shift handover, unresolved food-safety concerns, customer complaints, equipment faults, stock shortages, maintenance tickets, and overdue actions.

SHIFT VERIFICATION

Record		Current		Owner		Evidence		Action

 Execution tip: Begin with the previous handover and unresolved actions so the new shift does not inherit hidden operational or safety risks.

3

Confirm opening and closing responsibilities are assigned by role, including kitchen, front of house, delivery, cash, cleaning, security, and final approval.

SHIFT VERIFICATION

Record		Current		Owner		Evidence		Action

 Execution tip: Begin with the previous handover and unresolved actions so the new shift does not inherit hidden operational or safety risks.

4

Verify employees can access the current procedures, emergency contacts, critical limits, cleaning schedules, allergen information, and escalation instructions.

SHIFT VERIFICATION

Record		Current		Owner		Evidence		Action

 Execution tip: Begin with the previous handover and unresolved actions so the new shift does not inherit hidden operational or safety risks.

5

Confirm any critical failure has a defined stop-work, product-hold, area-closure, maintenance, or manager-escalation response before checks begin.

CRITICAL

SHIFT VERIFICATION

READING | | Enter

LIMIT | | Enter

DEVICE ID | | Enter

 Execution tip: Begin with the previous handover and unresolved actions so the new shift does not inherit hidden operational or safety risks.

6

Check the time, employee, reading, photo, comment, exception, corrective action, and sign-off requirements are understood for each applicable task.

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A

 Execution tip: Begin with the previous handover and unresolved actions so the new shift does not inherit hidden operational or safety risks.

2. Premises, access, security, safety, and utilities opening checks

- 7 Inspect the exterior, entrance, delivery access, parking, lighting, signs, doors, windows, and surrounding area for damage, obstruction, contamination, or security concerns.

SHIFT VERIFICATION

Safe

Needs action

Critical

LIVE PHOTO | Add



Execution tip: Complete a physical walk from the exterior to the back of house before equipment startup, and photograph any condition that could affect safe opening.

- 8 Confirm authorized access, alarm disarming, key control, lock condition, CCTV status, panic or duress devices, and restricted-area controls are working and recorded.

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A



Execution tip: Complete a physical walk from the exterior to the back of house before equipment startup, and photograph any condition that could affect safe opening.

- 9 Check emergency exits, escape routes, fire equipment, emergency lighting, first-aid supplies, spill kits, gas shut-offs, and emergency contact information are accessible.

SHIFT VERIFICATION

Safe

Needs action

Critical

LIVE PHOTO | Add



Execution tip: Complete a physical walk from the exterior to the back of house before equipment startup, and photograph any condition that could affect safe opening.

- 10 Verify electricity, gas, water, drainage, ventilation, extraction, hot water, internet, phone, and other essential utilities are available without visible leaks or unsafe conditions.

SHIFT VERIFICATION

Safe

Needs action

Critical

LIVE PHOTO | Add



Execution tip: Complete a physical walk from the exterior to the back of house before equipment startup, and photograph any condition that could affect safe opening.

- 11 Inspect dining, kitchen, storage, employee, washroom, delivery pickup, and customer-access areas for hazards, pests, odours, damage, or overnight contamination.

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A



Execution tip: Complete a physical walk from the exterior to the back of house before equipment startup, and photograph any condition that could affect safe opening.

- 12 Record and isolate any unsafe area or failed utility, assign immediate containment, and obtain manager approval before employees or customers enter the affected area.

SHIFT VERIFICATION

READING | Enter

LIMIT | Enter

DEVICE ID | Enter



Execution tip: Complete a physical walk from the exterior to the back of house before equipment startup, and photograph any condition that could affect safe opening.

3. Kitchen, cold chain, equipment, and food-safety opening checks

13

Record opening temperatures for refrigerators, freezers, cold rooms, chilled displays, hot-holding units, and other controlled equipment using an approved device.

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A

 Execution tip: Do not release a food area for production until temperatures, hygiene facilities, equipment condition, labels, and allergen controls have been verified.

14

Verify temperature-monitoring devices are clean, working, within calibration, identified, and available at the required locations before food handling starts.

CRITICAL

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A

 Execution tip: Do not release a food area for production until temperatures, hygiene facilities, equipment condition, labels, and allergen controls have been verified.

15

Inspect stored food for approved labels, use-by dates, batch details, covered containers, segregation, FEFO rotation, overnight holding, and signs of contamination or spoilage.

SHIFT VERIFICATION

Safe

Needs action

Critical

LIVE PHOTO | Add

 Execution tip: Do not release a food area for production until temperatures, hygiene facilities, equipment condition, labels, and allergen controls have been verified.

16

Check cooking, refrigeration, warewashing, beverage, ice, extraction, preparation, and holding equipment is clean, assembled correctly, functional, and safe to use.

CRITICAL

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A

 Execution tip: Do not release a food area for production until temperatures, hygiene facilities, equipment condition, labels, and allergen controls have been verified.

17

Confirm handwashing stations, soap, drying supplies, sanitizer, cleaning chemicals, colour-coded tools, PPE, and food-contact utensils are stocked and ready.

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A

 Execution tip: Do not release a food area for production until temperatures, hygiene facilities, equipment condition, labels, and allergen controls have been verified.

18

Verify thawing, batch preparation, allergen controls, recipe cards, production plans, prep quantities, and opening food-safety records are complete before service.

SHIFT VERIFICATION

Record	Current	Owner	Evidence	Action

 Execution tip: Do not release a food area for production until temperatures, hygiene facilities, equipment condition, labels, and allergen controls have been verified.

4. Front-of-house, service channels, and customer-readiness opening checks

- 19 Inspect the entrance, host station, dining area, counters, tables, chairs, menus, washrooms, customer routes, and accessibility features for cleanliness and readiness.

SHIFT VERIFICATION

Record	Current	Owner	Evidence	Action

 **Execution tip:** Walk the site as a customer would and test every service channel instead of relying only on visual confirmation.

- 20 Confirm tables, condiments, service stations, cutlery, crockery, glassware, trays, napkins, packaging, and takeaway supplies are clean, complete, and correctly positioned.

CRITICAL

SHIFT VERIFICATION

READING | | Enter

LIMIT | | Enter

DEVICE ID | | Enter

 **Execution tip:** Walk the site as a customer would and test every service channel instead of relying only on visual confirmation.

- 21 Verify menus, digital screens, menu boards, prices, taxes, promotions, allergen notices, unavailable items, and operating hours are current and consistent across channels.

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A

 **Execution tip:** Walk the site as a customer would and test every service channel instead of relying only on visual confirmation.

- 22 Test reservations, kiosks, online ordering, delivery platforms, drive-thru systems, pickup shelving, printers, kitchen displays, and customer communication tools.

CRITICAL

SHIFT VERIFICATION

READING | | Enter

LIMIT | | Enter

DEVICE ID | | Enter

 **Execution tip:** Walk the site as a customer would and test every service channel instead of relying only on visual confirmation.

- 23 Check music, lighting, temperature, scent, signage, promotional displays, queue layout, and brand presentation meet the approved opening standard.

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A

 **Execution tip:** Walk the site as a customer would and test every service channel instead of relying only on visual confirmation.

- 24 Complete a customer-journey walk from arrival through ordering, seating or pickup, payment, washroom access, and exit, then correct any readiness gap before opening.

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A

 **Execution tip:** Walk the site as a customer would and test every service channel instead of relying only on visual confirmation.

5. Staffing, stock, POS, shift briefing, and final opening approval

- 25 Confirm scheduled staffing, attendance, role coverage, breaks, station allocation, manager coverage, delivery demand, reservations, and expected peak periods.

SHIFT VERIFICATION

Safe

Needs action

Critical

LIVE PHOTO || Add

 Execution tip: The opening sign-off should confirm the restaurant is safe and operational, not simply that every task has been marked complete.

- 26 Verify employee uniforms, grooming, health declarations, hand hygiene, required training, certifications, name badges, PPE, and work authorization are in order.

CRITICAL

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A

 Execution tip: The opening sign-off should confirm the restaurant is safe and operational, not simply that every task has been marked complete.

- 27 Check critical ingredients, beverages, packaging, cleaning supplies, cash materials, and operational consumables against par levels and expected demand.

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A

 Execution tip: The opening sign-off should confirm the restaurant is safe and operational, not simply that every task has been marked complete.

- 28 Test POS terminals, payment devices, cash drawers, floats, receipt printers, discounts, taxes, loyalty, refunds, internet, and backup procedures before trading.

CRITICAL

SHIFT VERIFICATION

READING || Enter

LIMIT || Enter

DEVICE ID || Enter

 Execution tip: The opening sign-off should confirm the restaurant is safe and operational, not simply that every task has been marked complete.

- 29 Conduct the pre-shift briefing covering forecast demand, bookings, targets, menu changes, unavailable items, allergens, safety risks, responsibilities, and service priorities.

CRITICAL

SHIFT VERIFICATION

READING || Enter

LIMIT || Enter

DEVICE ID || Enter

 Execution tip: The opening sign-off should confirm the restaurant is safe and operational, not simply that every task has been marked complete.

- 30 Obtain final opening approval from the manager only after all critical checks pass or documented containment allows safe, compliant, and controlled trading.

CRITICAL

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A

 Execution tip: The opening sign-off should confirm the restaurant is safe and operational, not simply that every task has been marked complete.

6. End-of-service food control, stock protection, and product disposition

- 31 Confirm final orders, buffet or display closure, takeaway and delivery cut-off, and kitchen production stop times follow the approved closing sequence.

SHIFT VERIFICATION

Record	Current	Owner	Evidence	Action



Execution tip: Trace retained food from the final service period to its label and storage location, and verify that unsafe or uncertain product cannot return to service.

- 32 Measure and record temperatures for food being retained, cooled, transferred, stored, or discarded, including the product, time, reading, device, limit, and action.

CRITICAL

SHIFT VERIFICATION

Record	Current	Owner	Evidence	Action



Execution tip: Trace retained food from the final service period to its label and storage location, and verify that unsafe or uncertain product cannot return to service.

- 33 Verify remaining ingredients and prepared food are labelled, dated, covered, segregated, stored, transferred, donated, returned, or discarded according to approved rules.

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A



Execution tip: Trace retained food from the final service period to its label and storage location, and verify that unsafe or uncertain product cannot return to service.

- 34 Check cooling methods, batch depth, airflow, time checkpoints, container use, labels, and storage placement meet the approved critical limits.

SHIFT VERIFICATION

Safe

Needs action

Critical

LIVE PHOTO | Add



Execution tip: Trace retained food from the final service period to its label and storage location, and verify that unsafe or uncertain product cannot return to service.

- 35 Complete stock counts, wastage, spoilage, expired-product, transfer, return, and variance records for the required high-risk or high-value items.

CRITICAL

SHIFT VERIFICATION

Safe

Needs action

Critical

LIVE PHOTO | Add



Execution tip: Trace retained food from the final service period to its label and storage location, and verify that unsafe or uncertain product cannot return to service.

- 36 Place rejected, recalled, contaminated, damaged, or questionable food on documented hold and prevent use until an authorized disposition decision is recorded.

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A



Execution tip: Trace retained food from the final service period to its label and storage location, and verify that unsafe or uncertain product cannot return to service.

7. Cleaning, sanitation, dishwashing, waste, and pest-prevention closing checks

- 37 Verify food-contact surfaces, utensils, boards, probes, slicers, beverage equipment, ice-contact areas, and preparation stations are cleaned and sanitized correctly.

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A



Execution tip: Inspect difficult and hidden areas after cleaning, and use objective verification such as temperature, concentration, visual evidence, or supervisor recheck.

- 38 Confirm dishwashing and glasswashing equipment completes the required wash, rinse, sanitizing, temperature or chemical checks, air drying, and clean-item storage.

CRITICAL

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A



Execution tip: Inspect difficult and hidden areas after cleaning, and use objective verification such as temperature, concentration, visual evidence, or supervisor recheck.

- 39 Check floors, walls, drains, grease areas, extraction surfaces, equipment undersides, shelving, washrooms, dining areas, and high-touch points are cleaned to standard.

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A



Execution tip: Inspect difficult and hidden areas after cleaning, and use objective verification such as temperature, concentration, visual evidence, or supervisor recheck.

- 40 Verify chemicals are labelled, diluted, used with the required contact time, stored securely, and separated from food, packaging, and clean equipment.

SHIFT VERIFICATION

READING | | Enter

LIMIT | | Enter

DEVICE ID | | Enter



Execution tip: Inspect difficult and hidden areas after cleaning, and use objective verification such as temperature, concentration, visual evidence, or supervisor recheck.

- 41 Confirm food waste, general waste, recyclables, used oil, broken glass, sharps, and hazardous waste are removed, segregated, recorded, and stored securely.

SHIFT VERIFICATION

ACTUAL | | Enter

TARGET | | Enter

VARIANCE | | Enter



Execution tip: Inspect difficult and hidden areas after cleaning, and use objective verification such as temperature, concentration, visual evidence, or supervisor recheck.

- 42 Inspect pest-monitoring points, waste areas, doors, drains, gaps, food residues, water sources, and sightings, then escalate any evidence requiring treatment or product protection.

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A



Execution tip: Inspect difficult and hidden areas after cleaning, and use objective verification such as temperature, concentration, visual evidence, or supervisor recheck.

8. Equipment shutdown, utilities, maintenance, and safety closing checks

- 43 Confirm each appliance and piece of equipment is cleaned, switched off, left running, isolated, or placed in standby exactly as required by the closing procedure.

CRITICAL

SHIFT VERIFICATION

Safe

Needs action

Critical

LIVE PHOTO | Add



Execution tip: Record the exact equipment identity, condition, temporary control, owner, and due date so the next shift knows what can and cannot be used.

- 44 Verify refrigerators, freezers, cold rooms, alarms, monitoring systems, and any equipment that must remain operating are within range and protected against accidental shutdown.

CRITICAL

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A



Execution tip: Record the exact equipment identity, condition, temporary control, owner, and due date so the next shift knows what can and cannot be used.

- 45 Check gas valves, water points, electrical outlets, chargers, extraction, dishwashers, cooking equipment, compressors, and non-essential lighting are safely closed or isolated.

SHIFT VERIFICATION

READING | Enter

LIMIT | Enter

DEVICE ID | Enter



Execution tip: Record the exact equipment identity, condition, temporary control, owner, and due date so the next shift knows what can and cannot be used.

- 46 Inspect equipment for unusual heat, smell, noise, leaks, damage, loose parts, blocked ventilation, error codes, or unsafe operation before the site is secured.

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A



Execution tip: Record the exact equipment identity, condition, temporary control, owner, and due date so the next shift knows what can and cannot be used.

- 47 Create maintenance work orders for faults, record equipment status and temporary controls, and communicate any restriction to the next shift before leaving.

CRITICAL

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A



Execution tip: Record the exact equipment identity, condition, temporary control, owner, and due date so the next shift knows what can and cannot be used.

- 48 Complete the final fire, slip, trip, chemical, manual-handling, utility, and workplace-safety inspection, with unsafe equipment or areas clearly isolated.

SHIFT VERIFICATION

Compliant

Partial

Non-compliant

N/A



Execution tip: Record the exact equipment identity, condition, temporary control, owner, and due date so the next shift knows what can and cannot be used.

9. Cash, POS, digital channels, security, and access closing checks

- 49 Close ordering channels at the approved time and reconcile open orders, voids, discounts, refunds, delivery orders, unpaid checks, and incomplete transactions.

SHIFT VERIFICATION

Safe

Needs action

Critical

LIVE PHOTO | Add

 **Execution tip:** Use dual verification for cash, keys, alarms, and final access controls, and investigate any variance before the manager leaves the site.

- 50 Complete cash counts, till reconciliation, deposit preparation, safe storage, variance explanation, dual verification, and required finance records.

CRITICAL

SHIFT VERIFICATION

READING | Enter

LIMIT | Enter

DEVICE ID | Enter

 **Execution tip:** Use dual verification for cash, keys, alarms, and final access controls, and investigate any variance before the manager leaves the site.

- 51 Secure payment terminals, tablets, handheld devices, customer records, keys, sensitive documents, stamps, vouchers, and other controlled assets.

SHIFT VERIFICATION

Record	Current	Owner	Evidence	Action

 **Execution tip:** Use dual verification for cash, keys, alarms, and final access controls, and investigate any variance before the manager leaves the site.

- 52 Log out of POS, reservation, delivery, email, administrative, and back-office systems, then confirm backups or end-of-day processes completed successfully.

CRITICAL

SHIFT VERIFICATION

Safe

Needs action

Critical

LIVE PHOTO | Add

 **Execution tip:** Use dual verification for cash, keys, alarms, and final access controls, and investigate any variance before the manager leaves the site.

- 53 Inspect doors, windows, service hatches, delivery entrances, roof or rear access, stockrooms, offices, cash areas, and restricted zones before final locking.

CRITICAL

SHIFT VERIFICATION

Safe

Needs action

Critical

LIVE PHOTO | Add

 **Execution tip:** Use dual verification for cash, keys, alarms, and final access controls, and investigate any variance before the manager leaves the site.

- 54 Set alarms, confirm CCTV and monitoring status, control final employee exit, record key custody, and verify no unauthorized person remains on the premises.

CRITICAL

SHIFT VERIFICATION

Safe

Needs action

Critical

LIVE PHOTO | Add

 **Execution tip:** Use dual verification for cash, keys, alarms, and final access controls, and investigate any variance before the manager leaves the site.

10. Final walk-through, handover, corrective actions, and management sign-off

- 55 Complete a final walk-through covering food storage, refrigeration, equipment, utilities, cleaning, waste, fire safety, security, customer areas, and employee facilities.

SHIFT VERIFICATION

Finding	Priority	Owner	Due	Proof

 **Execution tip:** Keep open actions visible to the next shift and close them only after a manager verifies the required evidence and sustained correction.

- 56 Verify all opening or closing exceptions include the finding, risk, immediate containment, responsible owner, due date, evidence requirement, and escalation status.

CRITICAL

SHIFT VERIFICATION

Finding	Priority	Owner	Due	Proof

 **Execution tip:** Keep open actions visible to the next shift and close them only after a manager verifies the required evidence and sustained correction.

- 57 Confirm critical failures are not closed without objective proof, authorized review, and a repeat check demonstrating that the area, product, equipment, or control is safe.

CRITICAL

SHIFT VERIFICATION

Finding	Priority	Owner	Due	Proof

 **Execution tip:** Keep open actions visible to the next shift and close them only after a manager verifies the required evidence and sustained correction.

- 58 Prepare the next-shift handover covering unavailable items, retained food, deliveries, bookings, staffing gaps, equipment restrictions, customer issues, and open actions.

CRITICAL

SHIFT VERIFICATION

READING | | Enter

LIMIT | | Enter

DEVICE ID | | Enter

 **Execution tip:** Keep open actions visible to the next shift and close them only after a manager verifies the required evidence and sustained correction.

- 59 Review completion timestamps, missing evidence, skipped tasks, late checks, repeat failures, unexplained variances, and employee comments before approval.

SHIFT VERIFICATION

Compliant Partial Non-compliant N/A

 **Execution tip:** Keep open actions visible to the next shift and close them only after a manager verifies the required evidence and sustained correction.

- 60 Record manager name, final approval time, signature, overall readiness or closure status, unresolved risks, and the date or shift for follow-up verification.

CRITICAL

SHIFT VERIFICATION

NAME | | Enter

DATE / TIME | | Enter

APPROVAL | | Sign

 **Execution tip:** Keep open actions visible to the next shift and close them only after a manager verifies the required evidence and sustained correction.

RUN THIS CHECKLIST DIGITALLY

Turn shift routines into verified restaurant readiness

Use Taqtics to schedule restaurant opening and closing checks, assign tasks by role, capture live readings and evidence, stop critical failures, create corrective actions, hand over open risks, verify closure, and compare execution across locations.

Try the Opening and Closing Checklist in Taqtics

Recurring shift schedules
 Role-based opening and closing tasks
 Live readings and photo evidence
 Critical failure escalation
 Action ownership and handover
 Multi-location readiness dashboards