

Manager Opening Checklist

Complete the opening walk before business becomes too busy to correct preventable problems.

- Exterior, entrance, signage, lighting, and guest approach are clean and ready.
- Dining room, host area, service stations, restrooms, and high-touch guest areas are ready.
- Required managers and employees are present; call-outs and late arrivals are addressed.
- Kitchen stations have required product, backups, utensils, portion tools, labels, and sanitation setup.
- Critical temperatures and food-safety controls are verified, not merely signed.
- Known equipment issues are controlled or escalated; unsafe equipment is removed from use.
- Reservations, large parties, catering, specials, shortages, and 86 items are communicated.
- Cash drawers, POS, payment systems, keys, and manager access are ready.
- Expected business and labor deployment are reviewed with shift leaders.
- Pre-shift meeting is completed and immediate corrective actions are assigned.

Date:	
Opening Manager:	
Expected Sales / Covers:	
Critical Issue Found:	
Corrective Action / Owner:	