

Manager Closing Checklist

A proper close protects tomorrow. Do not reduce closing to cleaning alone.

- Guest areas, restrooms, service stations, and entrance are reset for the next opening.
- Food is cooled, labeled, stored, rotated, and protected according to approved food-safety standards.
- Waste, remakes, transfers, and significant product exceptions are recorded.
- Kitchen equipment is cleaned, shut down, and left safe; maintenance issues are documented.
- Critical prep needs and shortages for tomorrow are communicated.
- Cash, discounts, voids, refunds, and deposits are reconciled under company policy.
- Employee clock-outs are verified; unexplained late labor is addressed.
- Doors, keys, alarms, restricted storage, and security controls are completed.
- Manager log records unresolved guest, employee, food-safety, equipment, and operating issues.
- Closing manager conducts a final physical walk rather than relying only on signed forms.

Manager notes: