

Closing Control & Tomorrow Readiness

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RUN THE SHIFT BEFORE IT RUNS YOU

Closing is not penance. Leave the next shift a controlled restaurant, not a mystery.

DATE

CLOSING MANAGER

BUSINESS LEVEL

TOMORROW FORECAST / EVENTS

1. PRODUCT, ROTATION & CARRYOVER

☐ Count critical carryover - do not guess

☐ Rotate usable product correctly (FIFO / operation standard)

☐ Separate use-now, carry-forward and discard decisions

☐ Record overproduction or unusual loss

☐ Verify high-value / high-risk product

☐ Adjust tomorrow pars where the evidence supports it

EXCEPTIONS / NOTES

2. TOMORROW'S PREP & WANTS

☐ Update tomorrow prep needs

☐ Move unresolved HOTS items forward with ownership

☐ Record shortages and purchasing needs

☐ Confirm deliveries / substitutions that matter

☐ Identify specials or events that change prep

☐ Leave quantities and actions, not vague notes

EXCEPTIONS / NOTES

3. EQUIPMENT, CASH & SECURITY

☐ Critical equipment checked / exceptions documented

☐ Maintenance calls made where possible

☐ Cash / deposit / POS close completed under local procedure

☐ Manager approvals / variances reviewed

☐ Storage, coolers, freezers and doors secured

☐ Keys, alarms and required close controls completed

EXCEPTIONS / NOTES

TOMORROW'S READINESS - WHAT THE NEXT MANAGER SHOULD NOT HAVE TO REDISCOVER

Priority / Issue	Owner	Next Action	By When	Verification / Close