Restaurant checklists

Ten checklists for running the place, two to a page. Print the page you need, put it up where the work happens and give one person each list.

RESTAURANT _____ WEEK OR DATE _____ OWNER _____

1. Opening shift checklist

Assign one person to run through the list and sign off (or use a digital checklist so you can see who completed what and when).

CHECK	MON	TUE	WED	THU	FRI	SAT	SUN
Kitchen equipment inspection (ovens, grills, fryers, refrigeration)	☐	☐	☐	☐	☐	☐	☐
Food storage temperature checks (fridges, freezers, hot-hold units)	☐	☐	☐	☐	☐	☐	☐
Staff uniform and hygiene verification	☐	☐	☐	☐	☐	☐	☐
Dining area cleanliness (tables, floors, restrooms)	☐	☐	☐	☐	☐	☐	☐
POS system and payment terminal functionality	☐	☐	☐	☐	☐	☐	☐

Signed _____

DEVIATIONS AND ACTION _____

2. Closing shift checklist

Closing is often done by tired staff.

CHECK	MON	TUE	WED	THU	FRI	SAT	SUN
Kitchen cleanup (surfaces, equipment, waste)	☐	☐	☐	☐	☐	☐	☐
Equipment shutdown and night settings	☐	☐	☐	☐	☐	☐	☐
Food storage, covering, and date labelling	☐	☐	☐	☐	☐	☐	☐
Security checks (locks, alarms, lights)	☐	☐	☐	☐	☐	☐	☐
Cash register reconciliation and safe procedures	☐	☐	☐	☐	☐	☐	☐

Signed _____

DEVIATIONS AND ACTION _____

RESTAURANT | WEEK OR DATE | OWNER

3. Food safety checklist

Run food safety checks at defined times (e.g. start of shift, after delivery, end of service) and log the results.

CHECK	MON	TUE	WED	THU	FRI	SAT	SUN
Temperature monitoring (delivery, storage, cooking, cooling, hot-hold)	☐	☐	☐	☐	☐	☐	☐
Cross-contamination prevention (raw vs ready-to-eat, cleaning between tasks)	☐	☐	☐	☐	☐	☐	☐
Food storage (FIFO, date marking, covering)	☐	☐	☐	☐	☐	☐	☐
Sanitation procedures (surfaces, utensils, handwashing)	☐	☐	☐	☐	☐	☐	☐
Pest control and storage hygiene	☐	☐	☐	☐	☐	☐	☐

Signed

DEVIATIONS AND ACTION

4. Customer service checklist

Use this as a training and shift-briefing tool.

CHECK	MON	TUE	WED	THU	FRI	SAT	SUN
Greeting and seating procedures	☐	☐	☐	☐	☐	☐	☐
Order-taking accuracy (allergies, modifications, upsells)	☐	☐	☐	☐	☐	☐	☐
Service timing (drinks, courses, bill)	☐	☐	☐	☐	☐	☐	☐
Table maintenance (clearing, refills, cleanliness)	☐	☐	☐	☐	☐	☐	☐
Collecting and acting on customer feedback	☐	☐	☐	☐	☐	☐	☐

Signed

DEVIATIONS AND ACTION

RESTAURANT _____ WEEK OR DATE _____ OWNER _____

5. Inventory management checklist

Tie the checklist to your ordering cycle (e.g. daily counts on high-value items, weekly on the rest).

CHECK	DONE	DATE	SIGNED	NOTES
Stock level verification (par levels, reorder points)	☐			
Expiration date checking and FIFO	☐			
Order placement and delivery checks	☐			
Storage organisation (labelling, zones, temperature)	☐			
Waste tracking and reasons	☐			

6. Equipment maintenance checklist

Assign tasks to roles or days so nothing is “everyone’s job” (and therefore no one’s).

CHECK	DONE	DATE	SIGNED	NOTES
Daily cleaning (grills, fryers, vents, filters)	☐			
Weekly maintenance (seals, thermostats, drainage)	☐			
Monthly deep cleaning and calibration	☐			
Repair reporting and follow-up	☐			
Safety inspections (gas, electrical, extraction)	☐			

RESTAURANT | WEEK OR DATE | OWNER

7. Staff training checklist

Treat the checklist as a sign-off: each item is done and dated.

TEAM MEMBER

CHECK	DONE	DATE	SIGNED	NOTES
New hire orientation (site, team, policies)	☐			
Safety and food safety procedures	☐			
Customer service and brand standards	☐			
Menu knowledge and allergen awareness	☐			
Emergency procedures and contacts	☐			

8. Quality control checklist

Build in quick checks before peak service (e.g. one signature dish per station).

CHECK	MON	TUE	WED	THU	FRI	SAT	SUN
Food presentation (plating, garnish, temperature)	☐	☐	☐	☐	☐	☐	☐
Taste checks and batch approval	☐	☐	☐	☐	☐	☐	☐
Portion control and weighing	☐	☐	☐	☐	☐	☐	☐
Temperature at service	☐	☐	☐	☐	☐	☐	☐
Visual inspection of ingredients and finished dishes	☐	☐	☐	☐	☐	☐	☐

Signed

DEVIATIONS AND ACTION

RESTAURANT _____ WEEK OR DATE _____ OWNER _____

9. Emergency procedures checklist

Run through this in onboarding and at least once a year.

CHECK	DONE	DATE	SIGNED	NOTES
Fire safety (extinguishers, alarms, evacuation)	☐			
First aid (kits, trained staff, emergency numbers)	☐			
Evacuation routes and assembly points	☐			
Emergency contact list (management, services)	☐			
Incident reporting and follow-up	☐			

10. Marketing and promotions checklist

Use it in the run-up to an event or launch, not on the day.

EVENT OR PROMOTION _____

CHECK	DONE	DATE	SIGNED	NOTES
Special event planning (menu, staff, stock)	☐			
Social media and website updates	☐			
Menu changes and allergy/special-diet info	☐			
Promotional materials (signage, menus, boards)	☐			
Customer feedback and campaign performance	☐			

The full guide: todolo.io/en/blog/restaurant-checklist-templates · Want this in the app? Book a demo