

Café and Coffee Shop Opening Checklist

Assign an owner and evidence before marking a gate complete.

Maxuod Shift • Operational template • Verify the approved process and jurisdiction before use

Gate	Task	Owner	Authority / source	Evidence	Due date	Status	Dry-run result	Corrective action
Service model	Menu, volume, queue, pickup, seating and food activity defined							
Utilities	Power, water, drainage, hot water, ventilation and service access confirmed							
Food controls	Milk, alternatives, allergens, cold storage and cleaning workflow							
Suppliers	Coffee, milk, bakery, packaging and critical backups tested							
People	Open, peak, food, cash, break and close coverage rehearsed							