



RESTAURANT OPENING CHECKLIST

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Date: _____	Location: _____	Manager on duty: _____
Opening time: _____	First rush / booking: _____	Weather / event note: _____

People and access	Owner	Done	Exception / follow-up
Opener, keyholder, and manager on duty are present or confirmed.		☐	
First-rush roles are assigned; call-outs and late arrivals have an owner.		☐	
Keys, alarm, doors, lights, phones, and staff communication are ready.		☐	
Backup coverage is named for the weakest opening role or daypart.		☐	

Front of house	Owner	Done	Exception / follow-up
Entrance, posted hours, dining room, patio, and guest path are ready.		☐	
POS, cash procedures, printers, tablets, phone, and online orders are ready.		☐	
Menus, packaging, service stations, washrooms, and waste bins are stocked.		☐	
Reservations, pickups, 86 items, and first-booking notes are visible.		☐	

Kitchen and prep	Owner	Done	Exception / follow-up
Opening food-safety and temperature records required by your policy are complete.		☐	
First prep list, batch, bake-off, thawing, and station priorities are assigned.		☐	
Equipment, refrigeration, dish area, sinks, sanitizer, and ventilation are checked.		☐	
Deliveries, low stock, substitutions, and 86 items are recorded for service staff.		☐	

Use the second page for the manager readiness walk, exception log, and handoff. Follow the food-safety plan and local public-health requirements that apply to your location.

Manager readiness walk

Run this pass after station owners complete their tasks. Record only exceptions, owners, and deadlines.

Final checks before opening	Owner	Done	Exception / follow-up
Walk the guest path from entrance to order, table, pickup, and washroom.		☐	
Confirm the first order can move through POS, kitchen, handoff, and payment.		☐	
Check the first-rush roster, break plan, trainee support, and decision owner.		☐	
Confirm every open exception has one owner and a time for the next check.		☐	
Write the opening handoff so the next manager knows what changed.		☐	

Exception / risk	Owner	Next check	Resolved / handoff note

Ready to open	☐	Opening delayed / limited	☐
Manager sign-off: _____		Time: _____	
Next manager / shift lead: _____		Handoff time: _____	

Schedule changes: record late arrivals, extensions, role changes, backup calls, and approved edits in the schedule or payroll handoff record. This checklist does not replace local food-safety procedures, employment standards, or payroll review.