Opening & Closing Duties — Instructions

Updated November 2025

How to use this packet

Print one page for each area and shift (opening or closing) for the week. Keep duties specific and auditable.

- **Duty = one exact surface and action.** Example: Sanitize bar mats at closing.
- **Method and tools.** Chemical and dilution; tool; order of operations.
- **Assigned role.** Which position owns it (host, line 1, prep 2, bar).
- **Time window.** Realistic time period (for example, 10:15-10:25 AM). ■
- 5 Verify daily. Initials or time under M T W T F S S.

One-line example: Sanitize bar mats - Quat 200-400 ppm; 2 towels - Barback - 10:15-10:25 AM - daily initials

FOH — Opening checklist for one full week

Duty (specific surface)	Method and Tools	Assigne d Role	Time Window	M	Т	W	т	F	S

FOH — Closing checklist for one full week

Duty (specific surface)	Method and Tools	Assigne d Role	Time Window	M	Т	W	т	F	S

BOH Line — Opening Duties

Updated November 2025

BOH Line — Opening checklist for one full week

Duty (specific surface)	Method and Tools	Assigne d Role	Time Window	M	Т	W	т	F	S

BOH Line — Closing checklist for one full week

Duty (specific surface)	Method and Tools	Assigne d Role	Time Window	M	т	W	т	F	S

BOH Kitchen — Opening Duties

Updated November 2025

BOH Kitchen — Opening checklist for one full week

Duty (specific surface)	Method and Tools	Assigne d Role	Time Window	M	Т	W	т	F	S

BOH Kitchen — Closing Duties

Updated November 2025

BOH Kitchen — Closing checklist for one full week

Duty (specific surface)	Method and Tools	Assigne d Role	Time Window	M	Т	W	т	F	S



Bar — Opening checklist for one full week

Duty (specific surface)	Method and Tools	Assigne d Role	Time Window	M	Т	W	т	F	S

Bar — Closing checklist for one full week

Duty (specific surface)	Method and Tools	Assigne d Role	Time Window	M	Т	W	Т	F	S

${\bf Dish-Opening\ checklist\ for\ one\ full\ week}$

Duty (specific surface)	Method and Tools	Assigne d Role	Time Window	M	Т	W	т	F	S



Dish — Closing checklist for one full week

Duty (specific surface)	Method and Tools	Assigne d Role	Time Window	M	Т	W	т	F	S

Restrooms — Opening Duties

Updated November 2025

Restrooms — Opening checklist for one full week

Duty (specific surface)	Method and Tools	Assigne d Role	Time Window	M	Т	W	Т	F	S

Restrooms — Closing Duties

Updated November 2025

Restrooms — Closing checklist for one full week

Duty (specific surface)	Method and Tools	Assigne d Role	Time Window	M	Т	W	Т	F	S

Entry/Patio — Opening Duties

Updated November 2025

Entry/Patio — Opening checklist for one full week

Duty (specific surface)	Method and Tools	Assigne d Role	Time Window	M	Т	W	Т	F	S

Entry/Patio — Closing Duties

Updated November 2025

Entry/Patio — Closing checklist for one full week

Duty (specific surface)	Method and Tools	Assigne d Role	Time Window	M	Т	W	Т	F	S