PETPOOJA

CHECKLIST

Restaurant Opening & Closing Checklist

50 daily tasks for Indian restaurants. Kitchen, front-of-house, and management checklists for opening and closing shifts.

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50
Daily Tasks
Opening + closing combined

6
Sections
Kitchen, FOH, Management

12+
FSSAI Tasks
Schedule 4 compliance

3
Role Assignments
Supervisor, FOH, Manager

<3MB
WhatsApp Ready
Print, laminate, reuse daily

01 How to Use This Checklist

Setup instructions and FSSAI compliance note

- ✓ **Print and laminate two copies** — Day 1
  One for the kitchen, one for the FOH counter. Use a dry-erase marker so staff can mark tasks and reuse daily.
- ✓ **Assign roles on Day 1** — Day 1
  Each task has a responsible role: Kitchen Supervisor, FOH Manager, or Manager/Owner. Review assignments with your team before the first shift.
- ✓ **Complete tasks in order**
  Kitchen opening happens first (equipment warm-up takes time), then FOH setup, then management review. The sequence is designed to avoid bottlenecks.
- ✓ **Verify, do not assume**
  Each task includes a verification method. Physically check that the task is done, not just marked off on paper.
- ✓ **Manager signs off every shift** — Daily
  The manager or owner reviews the completed checklist at the end of each shift. This 5-minute review catches problems before they compound.
- ✓ **Keep completed checklists for 30 days**
  FSSAI inspectors may ask for daily operational logs. A stack of completed checklists is your proof of compliance.
  FSSAI Schedule 4, FSS (Licensing and Registration) Regulations, 2011

FSSAI Compliance Note

Tasks marked [FSSAI] are directly tied to FSSAI Schedule 4 requirements under the FSS (Licensing and Registration of Food Businesses) Regulations, 2011. Maintaining daily checklists keeps you audit-ready at all times.

02 Kitchen Opening

12 tasks before the first order enters the kitchen. Start 60 minutes before service.

Equipment & Safety (Tasks 1-4)

- ✓ **Turn on kitchen equipment in sequence: exhaust hood first, then ovens, griddles, fryers, steam tables**
  Responsible: Kitchen Supervisor. Allow 10 minutes warm-up. Turning on the exhaust first prevents smoke buildup.

- ✓ **Inspect all gas connections for leaks using soapy water test** FSSAI
  Responsible: Kitchen Supervisor. Apply soapy water to every pipe joint and regulator. Bubbles = leak. Do NOT ignite any burner until verified.
  FSSAI Schedule 4, Part II

- ✓ **Test exhaust hood suction (tissue test: tissue pulled inward within 2 seconds)**
  Responsible: Kitchen Helper. If suction is weak, clean filters before service. Clogged exhaust is the #1 cause of kitchen fires.
  Fire Safety NOC requirements

- ✓ **Log refrigerator and freezer temperatures in the register** FSSAI
  Responsible: Head Cook. Cooler: 1-4°C. Freezer: -18°C or below. Record date, time, and readings.
  FSSAI Schedule 4, Part V, Clause 2

Food Safety & Prep (Tasks 5-9)

- ✓ **Check freshness of all perishable ingredients (vegetables, dairy, meat, seafood)** FSSAI
  Responsible: Head Cook. Discard anything past use-by date or showing spoilage. Log discards in wastage register. Saves ₹2,000-5,000/week.
  FSS Act 2006, Section 26; FSSAI Schedule 4, Part V

- ✓ **Set up all prep stations with colour-coded cutting boards and mise en place** FSSAI
  Responsible: Line Cooks. Green = vegetables, Red = raw meat, Blue = seafood, White = dairy, Yellow = cooked food.
  FSSAI Schedule 4, Part II (cross-contamination prevention)

- ✓ **Verify handwashing station: liquid soap, paper towels, sanitiser, visible sign** FSSAI
  Responsible: Kitchen Helper. FSSAI inspectors check handwashing stations first during surprise audits.
  FSSAI Schedule 4, Part II, Clause 3

- ✓ **Check cooking oil quality (colour, smell, usage count)** FSSAI
  Responsible: Head Cook. Replace if dark, rancid, or used 3+ times. Total Polar Compounds must not exceed 25%.
  FSSAI Order 24-Jul-2018; FSS Act 2006, Section 55 (fine up to ₹5,00,000)

- ✓ **Inspect all food storage containers for proper lids, labels, and FIFO order** FSSAI
  Responsible: Kitchen Helper. Every container needs: item name, preparation date, use-by date. Older stock in front.
  FSSAI Schedule 4, Part V, Clause 3

Hygiene & Staff (Tasks 10-12)

- ✓ **Verify pest control measures: insect killer machines, door strips, drain covers** FSSAI
  Responsible: Kitchen Supervisor. Look for rodent droppings and gnaw marks. If signs found, call pest control immediately.
  FSSAI Schedule 4, Part IV

- ✓ **Check all kitchen staff: clean uniform, hair net, closed shoes, no loose jewellery, nails trimmed** FSSAI
  Responsible: Kitchen Supervisor. Staff with open wounds, cough, or fever must not handle food. Log sick staff in attendance register.
  FSSAI Schedule 4, Part II, Clause 3

- ✓ **Run water taps, check pressure, verify RO/water purifier is functioning** FSSAI
  Responsible: Kitchen Helper. TDS reading within 50-150 ppm. If water supply is disrupted, do not open the kitchen.
  FSSAI Schedule 4, Part III

FSSAI Requirement

Daily temperature logs for all cold storage units are mandatory under FSSAI Schedule 4. Missing logs are the #1 cause of FSSAI audit failures in Indian restaurants.

03 Front-of-House Opening

8 tasks before opening doors to guests. Start 30 minutes before service.

Dining Area & Ambience (Tasks 1-4)

- ✓ **Clean all floors (sweep + mop), wipe all tables and chairs** FSSAI
  Responsible: Housekeeping/Waitstaff. Check under tables and booth seats. Use food-safe cleaning solutions.
  FSSAI Schedule 4, Part II

- ✓ **Boot POS terminals, run test KOT and test bill print, verify internet for Zomato/Swiggy sync**
  Responsible: FOH Manager. Check UPI QR code display is clean and scannable. Minimum 5 Mbps internet.

- ✓ **Check menu display: menu cards on tables, specials board updated, digital menu QR working**
  Responsible: Captain/Senior Waiter. Remove items that are unavailable today to avoid guest disappointment.

- ✓ **Set lighting, AC (22-24°C), and fans to service mode. Replace burnt-out bulbs.**
  Responsible: Housekeeping. First impression happens in the first 10 seconds. Dim or flickering lights signal neglect.

Facilities & Compliance (Tasks 5-8)

- ✓ **Inspect all restrooms: toilet clean, flush working, soap filled, bin empty, floor dry** FSSAI
  Responsible: Housekeeping. Check at opening + every 2 hours during service. #1 factor in negative online reviews.
  FSSAI Schedule 4, Part II, Clause 5

- ✓ **Verify FSSAI license displayed at entrance with 14-digit license number visible** FSSAI
  Responsible: FOH Manager. Check from a guest's perspective: visible from 20 metres away, license number readable.
  FSSAI Order 27-Dec-2018

- ✓ **Review today's reservations, set tables for bookings, note special requests**
  Responsible: FOH Manager/Captain. Brief waitstaff on VIP reservations, dietary restrictions, large parties.

- ✓ **Set background music to appropriate volume. No personal phones visible at counters.**
  Responsible: FOH Manager. Music audible but not overpowering. Conversation should be easy at normal volume.

04 Management Opening

6 oversight tasks for the manager/owner every morning. Takes 15-20 minutes.

- ✓ **Count and verify opening cash float against yesterday's closing count slip** — Daily
  Responsible: Manager/Cashier. Float should be exactly the policy amount (₹2,000-5,000). Log any discrepancy before service.
- ✓ **Check staff attendance and uniform compliance. Arrange cover for absent staff.**
  Responsible: Manager. Use biometric or app-based attendance for accuracy. Paper registers can be manipulated.
  Shops and Establishments Act (state-specific)
- ✓ **Verify delivery platforms (Zomato, Swiggy, ONDC) are online, menus synced, prices correct** — Critical
  Responsible: Manager. A restaurant offline for 4 hours during lunch loses approximately ₹8,000-15,000 in orders.
- ✓ **Conduct 5-minute daily briefing: specials, VIP reservations, 86'd items, service focus**
  Responsible: Manager. Restaurants that do daily briefings see fewer guest complaints because staff know what to push and avoid.
- ✓ **Confirm limited-quantity items with Head Cook and update POS item limits**
  Responsible: Manager. Get exact counts (e.g., 20 portions of biryani). Prevents selling more than prepped.
- ✓ **Review full-day reservation list. Reconfirm large bookings (8+ guests) by phone.**
  Responsible: Manager. No-shows on large bookings waste table space. A quick call reduces no-shows significantly.

Pro Tip

If your Zomato or Swiggy listing went offline overnight (menu sync error, payment issue, auto-pause), you lose the entire lunch rush. A 30-second morning check prevents hours of lost orders.

05 Kitchen Closing

10 tasks after the last order. Do not rush closing, it takes 45-60 minutes to do properly.

Equipment Shutdown (Tasks 1-3)

- ✓ **Turn off equipment in reverse order: steam tables, fryers, griddles, ovens. Exhaust hood last (15 min delay).**
  Responsible: Kitchen Supervisor. Keep exhaust running 15 minutes after last burner is off to clear residual heat and fumes.

- ✓ **Deep clean all burners, grills, cooking surfaces. Scrub with degreaser, rinse, and dry.** FSSAI
  Responsible: Line Cooks. Remove and clean burner caps separately. Proper cleaning takes 30 minutes.
  FSSAI Schedule 4, Part II

- ✓ **Store all prepared food in sealed, labelled containers. Refrigerate within 30 minutes of cooking.** FSSAI
  Responsible: Head Cook. Labels must show: item name, preparation date, use-by date. Follow FIFO.
  FSSAI Schedule 4, Part V, Clause 2-3

Safety & Hygiene (Tasks 4-7)

- ✓ **Log closing refrigerator and freezer temperatures. Compare with morning reading.** FSSAI
  Responsible: Head Cook. Flag any fluctuation greater than 2°C, it indicates a compressor issue.
  FSSAI Schedule 4, Part V, Clause 2

- ✓ **Pest control walkthrough: check drains, warm equipment, dry storage for cockroaches and rodents** FSSAI
  Responsible: Kitchen Helper. Pests are most active at night. Closing checks catch infestations early.
  FSSAI Schedule 4, Part IV

- ✓ **Shut off main gas valve at cylinder bank. Verify ALL individual burner valves are off. Regulator at zero.** Critical
  Responsible: Kitchen Supervisor. Supervisor signs off in closing register. This is the single most important closing task.

- ✓ **Clean all floor drains: remove covers, clear debris, flush with hot water, replace covers** FSSAI
  Responsible: Kitchen Helper. Clogged drains attract cockroaches. Emergency pest control costs ₹5,000-15,000.
  FSSAI Schedule 4, Part II

Wrap-Up (Tasks 8-10)

- ✓ **Remove all trash. Wash and sanitise bins. Separate wet and dry waste per municipal rules.**
  Responsible: Kitchen Helper. Most Indian cities enforce wet/dry segregation. Fines: ₹200-5,000 per incident.
  Solid Waste Management Rules, 2016

- ✓ **Write next-day prep list: items to thaw, marinate, and pre-prepare. Leave at Head Cook's station.**
  Responsible: Head Cook/Kitchen Supervisor. A good closing prep list saves 30-45 minutes of the morning shift.

- ✓ **Final kitchen walkthrough: all equipment off, gas valves closed, lights off, doors locked, no taps running**
  Responsible: Kitchen Supervisor. This 3-minute walkthrough catches the one valve missed, the one tap left running.

Safety Warning: Gas Valves

An open gas valve on one burner wastes ₹400-600 in LPG per night and is a fire/explosion hazard. The closing supervisor must physically check every gas valve and sign off before leaving.

06 Front-of-House Closing

6 tasks after the last guest leaves. FOH Manager signs off.

- ✓ **Clear and wipe all tables. Reset settings for next day. Check under tables for left-behind items.**
  Responsible: Waitstaff. Resetting tables at closing saves 15 minutes at opening.

- ✓ **Mop all floors with food-safe cleaning solution. Floor must be dry before locking up.** FSSAI
  Responsible: Housekeeping. Use hot water + approved solution. Cold water mopping does not remove grease.
  FSSAI Schedule 4, Part II

- ✓ **Deep clean all restrooms: scrub toilets/sinks, refill soap, replace towels, empty bins, mop floor** FSSAI
  Responsible: Housekeeping. The restroom left at closing is the restroom guests see at opening.
  FSSAI Schedule 4, Part II, Clause 5

- ✓ **Run POS end-of-day report (Z-report). Verify sales total, payment mode breakup, voids/cancels.**
  Responsible: Cashier. The Z-report is the single source of truth for daily revenue. Hand to manager for reconciliation.

- ✓ **Distribute tips per house policy. Record total and per-person distribution in tip register.**
  Responsible: FOH Manager. If service charge is levied, distribution rules are governed by the Payment of Wages Act, 1936.
  Payment of Wages Act, 1936

- ✓ **Check for lost-and-found items in all areas. Log found items with description and location. Store 30 days.**
  Responsible: Captain/FOH Manager. A lost-and-found register protects you if a guest claims a valuable was left behind.

Pro Tip

Run the POS end-of-day report immediately after last billing, not the next morning. Overnight delays make it harder to spot discrepancies.

07 Management Closing

8 tasks for the manager/owner at end of day. Allow 20-30 minutes.

- ✓ **Reconcile cash against POS Z-report. Any discrepancy over ₹50 must be investigated and documented.** Critical
  Responsible: Manager. A ₹200/day discrepancy = ₹6,000/month = ₹72,000/year. Daily reconciliation catches it on Day 1.
- ✓ **Prepare daily sales summary: revenue, covers, average bill value, payment mode split, top sellers** Daily
  Responsible: Manager. Compare against the same day last week. A 15% drop signals something changed.
- ✓ **Spot-check 3-5 high-value inventory items (chicken, paneer, cooking oil, liquor)**
  Responsible: Manager. Compare actual stock vs expected from today's sales. Variances over 10% need investigation.
- ✓ **Write next-day prep and action list: maintenance, supplies, menu changes, staff scheduling, follow-ups**
  Responsible: Manager. This list is what the opening manager reads first the next morning. Without it, problems carry over.
- ✓ **Reconcile delivery platform earnings (Zomato, Swiggy, ONDC) against POS delivery orders**
  Responsible: Manager. Platforms occasionally issue refunds without notifying you. Daily checks catch these within the dispute window (7 days).
- ✓ **Quick CCTV review: cash counter, kitchen exit, back door, storage room**
  Responsible: Manager/Owner. A 5-minute scan catches delivery theft, unauthorized access, and unreported incidents.
- ✓ **Lock all entry points: main entrance, kitchen back door, windows, roller shutter. Arm security alarm.**
  Responsible: Manager. Walk the full perimeter. The back door left unlocked is how most restaurant burglaries happen.
- ✓ **Send WhatsApp summary to owner: total revenue, covers, issues, staff absences, items needing attention**
  Responsible: Manager. Takes 2 minutes. Owners who get a nightly summary feel informed without micromanaging.

Cash Reconciliation

If cash is not counted against the POS report every night, discrepancies compound. A ₹200/day leak becomes ₹6,000/month. Daily reconciliation catches theft, errors, and system issues immediately.

08 7 Mistakes Indian Restaurants Make Daily

And how to avoid each one

Mistakes to Avoid

- ✓ **No written opening procedure. Tasks live in the manager's head.** Common
  When the manager is absent or leaves, new staff have no reference. Tasks get skipped on busy mornings. Fix: print and laminate this checklist.

- ✓ **Skipping refrigerator temperature logs** FSSAI
  FSSAI Schedule 4 requires daily temperature logging. A broken refrigerator discovered at lunch costs ₹3,000-5,000 in spoiled ingredients. Morning checks catch it at zero cost.

- ✓ **No cash reconciliation at closing** Revenue
  A ₹200/day discrepancy = ₹6,000/month = ₹72,000/year. Count cash against the Z-report every single night. Investigate any discrepancy over ₹50.

- ✓ **Gas valves left open overnight** Safety
  Wastes ₹400-600 in LPG per night and is a fire hazard. Closing task: main valve off, all burner valves off, regulator at zero. Supervisor sign-off required.

- ✓ **Not checking delivery platform status at opening** Revenue
  If Zomato or Swiggy went offline overnight, you lose the entire lunch rush. A 30-second morning check prevents hours of lost orders.

- ✓ **Cleaning done 'when free' instead of on schedule** FSSAI
  'When free' means never during rush hours. Inconsistent cleaning leads to pest problems and FSSAI audit failures. Fix: scheduled cleaning at opening and closing.

- ✓ **No closing prep list for the next day** Common
  The morning shift starts from scratch. Marinations, thawing, and mise en place get rushed, delaying service or compromising food quality.

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