



Open

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Manager Opening Checklist



| Manager: | Date: | |
|----------|---|----------|
| Done | Action | Comments |
| | 1. Upon arrival, survey exterior for trash, debris, broken glass, windows, etc. | |
| | 2. Check ice machines and coolers to be in good working order. | |
| | 3. Check air conditioning/heat for temperature, set thermostats. | |
| | 4. Check reservation book for special functions and/or parties. | |
| | 5. Check register system, run cash-out report to verify all daily readings are set at zero. | |
| | 6. Check register tape in all imprinters in kitchen, bar and guest check printers. | |
| | 7. All lights functioning, set at correct levels, replace bulbs if needed. | |
| | 8. All tables and chairs set in proper place. | |
| | 9. Check in with chef on duty. | |
| | 10. Be certain there are no kitchen, staffing, food or equipment problems. | |
| | 11. Verify all staff members on premises are punched in. | |
| | 12. Read Manager's Log Book – REACT. | |
| | 13. Check receiving clip-board (or file) for all deliveries scheduled for the day. | |
| | 14. Confirm banks are set up from previous shift. | |
| | 15. Complete bank audit, sign and keep sheet in audit book. | |
| | 16. Check floor for general cleanliness-closing shift cleaning duties. Note any problems in Manager's Log Book. | |

MANAGER OPENING CHECKLIST



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