

Restaurant Manager Opening Duties Checklist

Date: _____

Tasks	Check when Complete	Notes
Upon arrival, inspect the building exterior to check for litter, debris, or signs of bulglary		
Unlock doors and disable the alarm system		
Turn on lights and adjust the temperature		
Check the calendar for events		
Review payroll		
Review emails		
Listen to voice messages		
Create an agenda for the staff meeting		
Set goals for the day (i.e. customer service goals and sales goals)		
Inform staff about daily specials		
Ask employees to taste new menu items		
Review menu items with the team		
Set a daily sales goal (detailed reports can help you keep on track of profits)		
Answer customer service inquiries		
Respond to customer reviews		
Reply to comments on social media		
Coordinate incoming deliveries and ensure they are running on time		
Ensure your equipment and appliances are working properly		
Schedule kitchen maintenance as needed		

Restaurant Manager Closing Duties Checklist

Date: _____

Tasks	Check when Complete	Notes
Check to ensure food has been properly stored		
Check staff schedules for the next day (i.e. work shifts and training sessions)		
Review check-in and check-out times		
Approve time-off requests as needed		
Take notes on staff performance		
Check the dining area, kitchen, and restrooms to make sure they are empty and clean		
Ensure the kitchen is organized and restocked for the next day		
Do a final walkthrough to make sure all equipment is turned off		
Count remaining inventory		
Order new stock items as needed		
Ensure bills are paid when due (i.e. money owed to suppliers, utilities, and rent)		
Keep track of overtime hours to adjust payroll		
View a daily snapshot of the sales report		
Check that your cash drawer is balanced		
Lock your POS devices		
Log out of any computers		
Set your alarm system		
Lock office and restaurant doors		

Restaurant Manager Monthly Duties Checklist

Date: _____

Tasks	Check when Complete	Notes
Hire and train new employees as needed (i.e. role-specific training, customer service training, technology training, and shadowing)		
Ensure HR policies are up to date and enforced		
Identify tools and processes to streamline operations and increase workflow efficiency		
Make adjustments to loyalty programs as needed		
Set, schedule, and automate marketing campaigns		
Manage and schedule live events, including deciding on food and drink menus		
Plan the menu after consulting with the executive chef		
Price food and beverage items		
Make sure restaurant equipment is maintained or repaired in a timely manner		
Place orders for new machinery as needed		
Review the restaurant's budget and track costs		
Set sales goals to ensure adequate cash flow		
Report on business performance		
Monitor local health and safety laws and guidelines for customers and staff		
Assess payment schedule, supplier prices, quality of items purchased, and delivery times		
Track and manage the inventory count		