

MANAGER CLOSING

Date: _____

Manager: _____

ACTION

COMMENTS

- ☐ Check with chef/kitchen manager to ensure all ordering has been completed.

- ☐ Check server sidework and closing duties prior to collecting check-outs.

- ☐ Restock all liquor to bar using pull sheets.

- ☐ Record all items issued in liquor running inventory.

- ☐ Close kitchen (never dose prior to posted closing times).

- ☐ Close bar one hour after dining room is closed or as business dictates.

- ☐ Once customers have left the building, lock front door.

- ☐ Check restrooms to be certain they are empty, clean and free of debris.

- ☐ Check remaining staff sidework and closing duties. Collect all remaining server check- out sheets.
