



# **PERFORMING END OF SHIFT ACTIVITIES IN FOOD & BEVERAGES INDUSTRY**

**Collaboration report of Ms. Lauron, Jestine & Ms. Ramos, Atasha**





# Performing End of Shift Activity

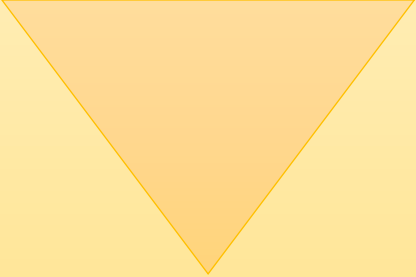
An **opening and closing checklist** is a helpful tool to keep staff accountable and assure that the day-to-day management of your business runs smoothly.

Opening and closing shifts at a restaurant are arguably the most important shifts of the day. There are a ton of things to get done, and it's helpful to build a clear checklist of tasks for staff to complete. An opening checklist and closing checklist assure that all tasks that are crucial for maintaining a clean and orderly establishment get done at each shift.



# Performing End of Shift Activity

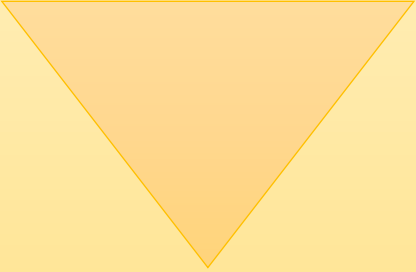
3 types of  
restaurant  
closing  
checklist



**Front of house  
and bar closing  
checklist**



**Back of house  
closing checklist**



**Restaurant  
manager closing  
checklist**



# Performing End of Shift

## Front of house and bar closing checklist

During a closing shift, the front-of-house and bar teams are responsible for making sure that the restaurant is cleaned, well-stocked, organized and safe. They typically also have the important duty of locking up the establishment overnight.

### ✓ Cleaning

- Wipe down and sanitize all surfaces
- Tuck chairs back into place
- Sweep entryway
- Wipe down and sanitize menus





# Performing End of Shift

## Front of house and bar closing checklist

During a closing shift, the front-of-house and bar teams are responsible for making sure that the restaurant is cleaned, well-stocked, organized and safe. They typically also have the important duty of locking up the establishment overnight.

### ✓ Bar

- Take inventory
- Restock liquor





# Performing End of Shift

## Front of house and bar closing checklist

During a closing shift, the front-of-house and bar teams are responsible for making sure that the restaurant is cleaned, well-stocked, organized and safe. They typically also have the important duty of locking up the establishment overnight.

### ✓ Safety

- Set security system
- Lock doors
- Close all windows







# Performing End of Shift

## Front of house and bar closing checklist

During a closing shift, the front-of-house and bar teams are responsible for making sure that the restaurant is cleaned, well-stocked, organized and safe. They typically also have the important duty of locking up the establishment overnight.

### ✓ Organization

- Put tools and equipment back in their designated spot
- Arrange according the tools and equipment may use by the opening staffs.



# Performing End of Shift

## Front of house and bar closing checklist

During a closing shift, the front-of-house and bar teams are responsible for making sure that the restaurant is cleaned, well-stocked, organized and safe. They typically also have the important duty of locking up the establishment overnight.

## ✓ Organization

- Count cash in the register
- Make sure cash matches what's registered in your **point of sale system**







# Performing End of Shift

## ✓ Cleaning

- Wipe down and sanitize all surfaces
- Wash dishes
- Throw out trash



## Back of house closing checklist

The kitchen team has to do a lot to ensure the cleanliness and safety of the back of the house. These are the tasks we recommend having on your BOH restaurant closing checklist.



# Performing End of Shift

## ✓ Food safety

- Disinfect food preparation surfaces
- Put food back in proper storage places
- Check that tools and appliances are working properly
- Check for bugs and rodents
- Make sure fridge and freezer doors are closed

## Back of house closing checklist

The kitchen team has to do a lot to ensure the cleanliness and safety of the back of the house. These are the tasks we recommend having on your BOH restaurant closing checklist.



# Performing End of Shift

## ✓ Inventory

- Take stock of inventory
- Donate ingredients that can no longer be used to homeless shelter or soup kitchen

## Back of house closing checklist

The kitchen team has to do a lot to ensure the cleanliness and safety of the back of the house. These are the tasks we recommend having on your BOH restaurant closing checklist.





# Performing End of Shift

## ✓ Organization

- Place tools in proper places at each station in the kitchen



## Back of house closing checklist

The kitchen team has to do a lot to ensure the cleanliness and safety of the back of the house. These are the tasks we recommend having on your BOH restaurant closing checklist.



# Performing End of Shift

## ✓ General safety

- Check that ovens, stoves, fryers and other kitchen appliances are turned off
- Make sure back door is closed

## Back of house closing checklist

The kitchen team has to do a lot to ensure the cleanliness and safety of the back of the house. These are the tasks we recommend having on your BOH restaurant closing checklist.



# Performing End of Shift

## Restaurant manager closing checklist

Managers oversee daily operations, finances and staff needs, which is why their restaurant open and close checklists are separate from that of server opening and closing checklists and cook checklists.

### ✓ **Staff**

- Check staff schedule for next day
- Check clock-in and clock-out times
- Take notes on staff performance





# Performing End of Shift

## Restaurant manager closing checklist

Managers oversee daily operations, finances and staff needs, which is why their restaurant open and close checklists are separate from that of server opening and closing checklists and cook checklists.

### ✓ **Organization**

- Put things back where you found them
- Tidy up office



# Performing End of Shift

## Restaurant manager closing checklist

Managers oversee daily operations, finances and staff needs, which is why their restaurant open and close checklists are separate from that of server opening and closing checklists and cook checklists.

### ✓ **Finances**

- Make sure bills are paid (rent, utilities, etc.)
- Make sure payroll is paid
- Keep track of overtime scheduling
- Assure that cash registers are balanced



# QUIZ TIME!!

- ❖ Log in to Quizizz.com
- ❖ Use this format as your game name  
( Surname.Name Initial) ex. (Lauron.MJ , Ramos.AN )

**SIMPLE TOKEN WILL BE GIVEN TO THE WINNERS. FIRST 3 WINNERS WILL WIN THE PRICE!**

1st – 50 pesos worth of load / Gcash

2nd – 30 pesos worth of load / Gcash

3rd – 20 pesos worth of load / Gcash





## PERFORMING END OF SHIFT ACTIVITY

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*THANK YOU FOR LISTENING  
TO OUR REPORT!*

*- Jestine Lauron & Atasha Ramos*